104-10222-10005

STANDARD FORM 66
January 1972
PRESCRIBED BY U.S. CIVIL SERVICE COMMISSION
Federal Personnel Manual Ch. 293
66-104

SECRET

Official Personnel Folder

SECRET

Reviewed 9-Sep 1976

KEENAN THOMAS J
SSN 395-26-2551
DOB 016/29/30

CODED for QUALIFICATIONS

14-00000

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

National Personnel Records Center
(Civilian Personnel Records)
111 Winnebago Street
St. Louis, Missouri 63118

DATE: 4-17-78

REPLY TO ATTN OF: NCPCR-CA

SUBJECT: STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

Division of Adjudication
Bureau of Personnel Investigations
U.S. Civil Service Commission
Washington, D.C. 20415
Attn: L. Shipp

(Last, first, middle)	DATE OF BIRTH	SOCIAL SECURITY NUMBER
Keenan Thomas J	6-29-30	395-11-2991

☐ The enclosed request is forwarded for your reply since the payroll records for the period(s) involved have not been received. Please furnish the requester information as to the number of hours worked and rate of pay for the period(s) involved.

☒ Official personnel folders are not established for Christmas assistants. Payroll records show the number of hours worked but not the actual appointment and separation dates. The payroll records show the following information for the above-named employee:

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
1-51 to 12-51	NO SERVICE		
12-1-52 to 12-15-52	62	$1.53 PH	Milwaukee, Wisc
12-16-52 to 12-31-52	NO SERVICE		

☐ The above verifies only a portion of the service shown in your request. The payroll records for the other employment periods are held by the Payroll Section, Posts. Data Center, Post Office Department

for E. L. PRICE
Chief, Civ. Ref. Br.

RECEIVED [illegible] APR 24 1978

GSA FORM MAY 68 6694

14-00000

APR 6 1978

Standard Form 127
General Services Administration
FPMR (41 CFR) 101-11.6

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle): KEENAN, THOMAS

2a. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (if different than item 2.)

C4F

3. DATE OF BIRTH: 05 29 30

4. SOCIAL SECURITY NUMBER: 395 26 2991

NATIONAL PERSONNEL RECORDS CENTER, GSA
(Civilian Personnel Records)
111 WINNEBAGO STREET
ST. LOUIS, MISSOURI 63118

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED
Original will be used to send folder or reply to your agency. Duplicate will be used as charge-out record by the Records Center.

5. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

6. REASON FOR REQUEST (Check appropriate box)

☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

If no records may be found, please do a payroll search. Thank you.

Section II—FOR USE BY RECORDS CENTER

8.
☐ a. Folder enclosed.
☐ b. Folder was sent to your agency on ________
☐ c. Folder forwarded in place of information requested. Retain if person is rehired.
☐ d. Folder not received. Suggest you contact last employing office.
☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name and furnish date forwarded and several names of other folders in same shipment.
☐ f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

A pay transcript is furnished on the attached GSA Form 6994

Date: 4-17-78 Initials: BD

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Division of Adjudication
Bureau of Personnel Investigations
U.S. Civil Service Commission
Washington, D.C. 20415
Attn: [illegible]

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

127-107

14-00000

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Personnel Records from the Federal Records Center or former employer.

FROM:	EXTENSION	NO.
OP/CD/TRB Files Section 5 E 13 HQS	6141	DATE: 23 February 1978

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. CCS/CSB 6H 44 HQS Attn: Mr. MacKinnon	2/28/78		[initials]	It is requested that your office obtain the Official Records indicated on the attached Form IN - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact C/TRB on extension 7165.
2.				
3.				
4.				SUBJECT: Mr. Thomas Keenan
5. OS/CSD/EAB 4 E 33 HQS Attn: Mr. Daly				
6.				
7.				DOB:
8.				
9.				
10. OS/CSD/EAB 4 E 33 HQS Attn: Mr. Daly				COVER: (circle one)
11.				YES (circled) NO IN PROCESS
12.				CCS/CSB - Request the Official Personnel Folder from:
13.				FEDERAL RECORDS CENTER X
14.				LAST EMPLOYING AGENCY ____
15. OP/CD/TRB Files Section 5 E 13 HQS				

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

Standard Form 127
July 1967 edition
General Services Administration
FPMR (41 CFR) 101–11.4

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle): [illegible], THOMAS

2a. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If different than item 2):

3. DATE OF BIRTH: 06 29 30

4. SOCIAL SECURITY NUMBER: [illegible]

NATIONAL PERSONNEL RECORDS CENTER, GSA
(Civilian Personnel Records)
111 WINNEBAGO STREET
ST. LOUIS, MISSOURI 63118

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED. Original will be used to send folder or reply to your agency. Duplicate will be used as charge-out record by the Records Center.

5. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

6. REASON FOR REQUEST (Check appropriate box)

☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

If no records may be found, please do a payroll search. Thank you.

Section II—FOR USE BY RECORDS CENTER

8.
☐ a. Folder enclosed.
☐ b. Folder was sent to your agency on ______
☐ c. Folder forwarded in place of information requested. Retain if person is rehired.
☐ d. Folder not received. Suggest you contact last employing office.
☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same shipment.
☐ f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

Date: Initials:

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

127-107

14-00000

18 March 1977

Thomas Keenan (LA)

Dear Tom,

Please accept my appreciation for an assignment well done as a member of the FY 1977 GS-13 Evaluation Board.

Your full-time service with the Board represents a major contribution to the Directorate's program of personnel assessment and management. Your recommendations for promotion, career development, and other matters have been very helpful.

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of Agency management. I think it will make you appreciate more than ever our need for carefully and candidly written appraisals of employees.

Sincerely,

William W. Wells
Deputy Director for Operations

CONFIDENTIAL
(When Filled In)

NOTICE OF CREDITABLE SERVICE
[FOR LEAVE PURPOSES]

NAME (Last, First, Middle): Keenan, Thomas J.	☐ VOUCHERED ☐ UNVOUCHERED SERIAL NO.: 026090
OFFICE (and Division): DDO/LA	
ORIGINAL XX CORRECTION	SERVICE COMPUTATION DATE (Mo. - da. - yr.): January 19, 1954
THIS DATE: October 25, 1977	SIGNATURE (Office of Personnel): /s/ [illegible] Kent M. Cargile

FORM 11-73 1171

CONFIDENTIAL

E2, IMPDET CL BY: 007622

14-00000

x 1/18/77

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 February 1977

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION: Reassignment and change of NSCA
4. EFFECTIVE DATE REQUESTED: MONTH 02 | DAY 08 | YEAR 77
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: V TO V | V TO CF | CF TO V | x CF TO CF
7. FAN AND NSCA: 7135 4525 | 0002
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDO/LA Division
Operations Staff
10. LOCATION OF OFFICIAL STATION: Wash., D.C.
11. POSITION TITLE: Operations Officer (15)
12. POSITION NUMBER: CNSS
13. CAREER SERVICE DESIGNATION: D B DYB
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 15 4
17. SALARY OR RATE: $ 37167.
18. REMARKS

From: DDO/LA/MCA #3 c's per Dian/LA 2-17-77

~~Limited position already filled~~ } incl: Dan Winters

18A. SIGNATURE OF REQUESTING OFFICIAL: John T. Harpin, C/LA/Pers — DATE SIGNED: 8 Feb 77
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 2/15/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	51665	LA	75013		1	06 29 30		

28 NTE EXPIRES | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA | EOD DATA | 33 SECURITY REQ. NO. | 34 SEX

35 VET. PREFERENCE | 36 SERV. COMP DATE | 37 LONG COMP DATE | 38 CAREER CATEGORY | 39 FEGLI HEALTH INSURANCE | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA | 44 STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: 2-16-77 [signature]
46. OF APPROVAL: 28 FEB 1977 [signature] — DATE APPROVED: 2-28-77

FORM 1152 5-72 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY 007622

14-00000

C-NO money

SECRET

REQUEST FOR PERSONNEL ACTION

ØCF

DATE PREPARED	22 June 1976
1. SERIAL NUMBER	026090
2. NAME (Last-First-Middle)	Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION	Reassignment and Delegation of NSCA
4. EFFECTIVE DATE REQUESTED	06 21 76
5. CATEGORY OF EMPLOYMENT	Regular
6. FUNDS	X
7. COST CENTER NO. CHARGEABLE	135 4528 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDO/LA Division Mexico/Central America Branch
10. LOCATION OF OFFICIAL STATION	Wash., D.C.
11. POSITION TITLE	Ops Officer, Ch (15)
12. POSITION NUMBER	CP25
13. CAREER SERVICE DESIGNATION	DOB
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	15 4
17. SALARY OR RATE	$ 34,441
18. REMARKS	DDO Memo attached
18A. SIGNATURE OF REQUESTING OFFICIAL	H.L. Berthold, C/LA/Pers
DATE SIGNED	22 Jun 76
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	[signature] NM/CS
DATE SIGNED	6/25/76

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. VOCATION CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51300	LA	5013		1	06 03 36		

EOD DATA

43. POSITION CONTROL CERTIFICATION — 29 JUN 1976

44. O.P. APPROVAL — [signature]

DATE APPROVED — 29 Jun

1152 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY 007622

14-00000

-3.0 76-1942

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as Chief, Mexico and Central America Branch

1. The appointment of Mr. Thomas J. Keenan as Chief of our Mexico and Central America Branch, a GS-15 position, effective in June 1976 is recommended. Mr. Keenan would replace Mr. Jack F. Mathews who is presently Chief, Mexico Branch.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is currently attending the Army War College. His biographic profile and two most recent fitness reports are attached.

R. S. Sampson
Richard S. Sampson
Chief
Latin America Division

Attachments
Biographic Profile
Fitness Reports
Photograph

The recommendation in paragraph 1 is ( )APPROVED

David H. Blee
Deputy Director for Operations

22 March 1976
Date

E2 IMPDET
CL BY 055762

14-00000

D-NO STATE (S)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

ODF

DATE PREPARED: 30 December 1974

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.

3. NATURE OF PERSONNEL ACTION: Reassignment — Change of Functional Category
4. EFFECTIVE DATE REQUESTED: 01 02 75
5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V | CF TO V | V TO CF | X CF TO CF
7. FAN AND NSCA: 5135 0984 C001
8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDO/LA Division
Foreign Field
Kingston, Jamaica Station

10. LOCATION OF OFFICIAL STATION: Kingston, Jamaica

11. POSITION TITLE: Attache Political Officer — Chief of Station (14)
12. POSITION NUMBER: 0660
13. CAREER SERVICE DESIGNATION: DQB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 04 1 / 15 2
17. SALARY OR RATE: 21,816. / $ 30,812.

18. REMARKS:
*Kingston, Jamaica

18A. SIGNATURE OF REQUESTING OFFICIAL: H. Berthold, C/LA/Pers
DATE SIGNED: 30 Dec 74

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]
DATE SIGNED: 12/31/74

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. RQMTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	5135	LA	37043	5	3	12 29 50		

28. NTE EXPIRES | 29. SPECIAL REFERENCE: S-1 | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: [signature]
46. OP APPROVAL: [signature]
DATE APPROVED: 3 [illegible] 75

FORM 1152 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY: 007622

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 22 May 1974

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J[illegible]

3. NATURE OF PERSONNEL ACTION: Promotion

4. EFFECTIVE DATE REQUESTED: MONTH 05 DAY 26 YEAR 74

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. FAN AND NSCA: 4135-0984 0001

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDO/WH Division
Foreign Field
Branch 7- Kingston, Jamaica Station

10. LOCATION OF OFFICIAL STATION: Kingston, Jamaica

11. POSITION TITLE: ~~Chief of Station~~ (14) attache Political affairs

12. POSITION NUMBER: 0660

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS FSR

15. OCCUPATIONAL SERIES: 0136.05

16. GRADE AND STEP: 15 2 (01 2)

17. SALARY OR RATE: 29,205 (20677)

18. REMARKS:

Home Base WH

From: GS - 14/4

PRA in accordance with HR 20-17c (1) (d)

NTE two years Kingston, Jamaica

18A. SIGNATURE OF REQUESTING OFFICIAL: H.L. Berthold, C/WH/Pers — DATE SIGNED: 22 May 74

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Paul B Breitweiser — DATE SIGNED: 22 MAY 1974

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROUTES CODE	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	51875	WH	37043	5	3	06 29 30	05 26 74	05 26 74

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE MO DA YR)		33. SECURITY REQ. NO.	34. SEX
05 25 76	84					EOD DATA		

35. VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.) | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI/HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (0—NO PREVIOUS SERVICE; 1—NO BREAK IN SERVICE; 2—BREAK IN SERVICE (LESS THAN 3 YEARS); 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: 5-23-74 [illegible]

46. O.P. APPROVAL: R [illegible]

DATE APPROVED: 24 May 74

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET

CLASSIFIED BY: 0-0532

E2-2 IMPDET

14-00000

SECRET
EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT: Recommendation for Promotion to Grade GS-15
Thomas J. Keenan

1. WH Division recommends that Mr. Thomas J. Keenan be promoted to GS-15.

2. Mr. Keenan has been serving as COS, Kingston since October 1973. He was selected for this important position as a result of the high level of performance turned in by him in his previous field tour as Deputy Chief of Station, Lima. In Kingston he has inherited a Station in which, because of circumstances beyond control of Agency personnel, the incumbent faces enormous operational and circumstantial difficulties. The Ambassador was declared persona-non-grata last summer and concomitantly both the attitude of the local security services with which we conduct liaison and the attitude of Jamaican personalities of import has become increasingly hostile. Mr. Keenan thus faces a great challenge in rebuilding operational activities practically from scratch. In spite of the short time in which he has been in place he is off to a promising start and has already demonstrated the qualities of leadership and imagination which we expected of him. He has shown soundness in directing his two subordinate officers and in counseling them on how to achieve desired objectives in specific operational situations. He has likewise maintained excellent relations with the acting principal officer who in turn has shown himself to be a strong supporter of the Station's efforts.

3. It is noteworthy that Mr. Keenan has been able to maintain the Station's morale at an acceptable level in the face of the extremely difficult law and order situation in Kingston where personnel must live in constant daily fear for the well-being of their dependents.

SECRET
EYES ONLY

2

023345

SECRET

EYES ONLY

6. This Division believes that the performance of Mr. Keenan in this initial period of his first experience as Chief of Station amply justifies the confidence and trust placed in him when he was chosen to occupy that position.

David A. Phillips
Chief
Western Hemisphere Division

SECRET

EYES ONLY

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 31 July 1973

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
026090	KEENAN, THOMAS JOHN

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	MONTH 09 DAY 15 YEAR 73	REGULAR

6. FUNDS	7. FAN AND FICA	8. LEGAL AUTHORITY (Completed by Office of Personnel)
X	4135 0984 0001	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION	KINGSTON, JAMAICA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
CHIEF OF STATION (14)	0660	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.05	14 4	$ ~~24600~~ 26,671

18. REMARKS

FROM: DDO/WH/BR-3/DCOS, PERU STATION

HOME BASE: WH

* Salary Bumt

1 - Security
1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
H.L. BERTHOLD, C/WH/PERS	24 Oct 73	[signature]	10-30-73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. VET CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	5155	WH	5704		3	06 18 30		

28. EXPIRES · 29. SPECIAL REFERENCE · 30. RETIREMENT DATA · 31. SEPARATION DATA CODE · 32. CORRECTION/CANCELLATION DATA · EOD DATA · 33. MED. CAT. · 34. SEX

35. FED. PREVIOUS · 36. SERV. COMP. DATE · 37. LONG COMP DATE · 38. CAREER CATEGORY · 39. FEGLI/HEALTH INSURANCE · 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE · 42. STATE CAT. CODE · 43. FEDERAL TAX DATA · 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
UCB 10-31-73	[signature]	29 Oct 73

FORM 1152 USE PREVIOUS EDITION

SECRET · CLASSIFIED BY

SECRET

1. NAME (Last, First, Middle) , Thomas J.	2. DATE OF BIRTH 29 June 1930	3. GRADE GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) WH/ Lima	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION WH/ Kingston, Jamaica	9. PROPOSED POSITION (Title, Number, Grade) COS 0660 GS 14	
8. TYPE OF COVER AT NEW STATION State- Integree	10. ESTIMATED DATE OF DEPARTURE 1 Sept 1973	11. NO. OF DEPENDENTS TO ACCOMPANY Seven

12. COMMENTS

Paul Breitweiser

13. DATE OF REQUEST 26 July 1973	14. SIGNATURE OF REQUESTING OFFICIAL J. Torres	15. ROOM NUMBER AND BUILDING 3D5317	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

25 OCT 1973

QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS

Chairman, Overseas Candidate Review Panel

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-64 259a USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET

Executive Registry
73-4250

73-4177

26 JUL 1973

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as Chief of Station, Kingston, Jamaica

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Chief of Station, Kingston, Jamaica, a GS-14 position, effective on or about 1 September 1973, is recommended.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is presently assigned as Deputy Chief of Station, Lima, Peru, a GS-15 position. He has also served overseas in Mexico City and Bogota. A biographic profile, including information regarding his Agency experience and training, and the two most recent fitness reports are attached. There is no foreign language requirement for assignment to Kingston.

James E. Flannery for
David A. Phillips
Chief,
Western Hemisphere Division

Attachments
Biographic Profile (Parts 1 & 2)
Fitness Reports
Photograph

SECRET

14-00000

SECRET

SUBJECT : Appointment of Mr. Thomas J. Keenan as Chief of Station, Kingston, Jamaica

The recommendation in paragraph 1 is (✓)APPROVED ()DISAPPROVED

William E. Nelson
Deputy Director for Operations

31 July 1973
Date

The recommendation in paragraph 1 is ()APPROVED ()DISAPPROVED:

Acting Vernon A. Walters
Director of Central Intelligence

3 Aug 1973
Date

SECRET

LIMITED OFFICIAL USE

Keenan, Thomas J.

THE WHITE HOUSE

WASHINGTON

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

SUBJECT: COURTESIES EXTENDED BY CIA PERSONNEL DURING MY RECENT TRIP TO LATIN AMERICA

I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

They were also forthright with respect to both their activities and their problems in dealing with the narcotics target.

It was quite apparent that you and Ted Shackley have succeeded in conveying to the field the message about what the Agency is supposed to be doing in the drug field.

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messrs. Horton, Kiyonaga, Reife, Keenan, Thayer, Dickens and Millian.

Walter C. Minnick

LIMITED OFFICIAL USE

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: XX 4 Nov 71

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT (CORRECTION)
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 30 YEAR 71
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 2135 1084
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: GS
DDP/WH
FOREIGN FIELD
BRANCH 3 - LIMA, PERU STATION

10. LOCATION OF OFFICIAL STATION: LIMA, PERU

11. POSITION TITLE: ATTACHE POLITICAL OFFICER
OPS OFFICER/DCOS
12. POSITION NUMBER: 0135
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 04 1 / 14 2
17. SALARY OR RATE: 17761 / $ 21509

18. REMARKS: HB WH

This action to correct Item 11 to Read Ops Officer/DCOS

~~1-Payroll~~
~~2-Security~~

19A. SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold
DATE SIGNED: 5 Nov 71
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]
DATE SIGNED: 11 Nov 71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROSTER CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
58	10	5176	[illegible]	[illegible]	5	3	06 29 30		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CS, 2-ORGH, 3-FICA, 4-NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE / MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX
				31 / 09 30 71			

35. VET PREFERENCE CODE (0-NONE, 1-5 PT., 2-10 PT.)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP DATE MO. DA. YR.	38. CAREER CATEGORY (CAR. RESV., PROV./TEMP.) CODE	39. FEGLI/HEALTH INSURANCE CODE (0-WAIVED, 1-REG., 2-REG./OPT., 3-INELIGIBLE)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED (1-YES, 2-NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1-YES, 2-NO)	CODE	NO. TAX EXEMP.	STATE CODE

45. POSITION CONTROL CERTIFICATION: [signature] 11-12-71
46. OP APPROVAL: [signature]
DATE APPROVED: 11/12/71

FORM 8-70 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 October 1971

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
026090	KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 / 30 / 71	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
				X	2135 1084	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION	LIMA, PERU

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
ATTACHE, POLITICAL OFFICER OPS OFFICER (14)	0135	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 2	17,761 $21,509

18. REMARKS

From: DDP/WH/FF/Bogota, Colombia Station *HB WH

Approved 259a attached *Bogota, Colombia

Vice Charles Dickens

Remarks regarding language requirements on 259a

2 Security 1 Payroll Ops Officer occupying an Ops Officer DCOS position

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Henry L. Berthold	13 Oct 71	[signature]	15 Oct 71

6
53

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODES NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. VDOTES CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
37	10	251760	[illegible]	57185	S	3	06 29 30		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1—CSC 2—OASDI 3—FICA 4—NONE CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE CODE 0—NONE 1—5 PT. 2—10 PT.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP CODE	39. FEGLI/HEALTH INSURANCE CODE 0—WAIVED 1—REG. 2—REG/OPT 3—INELIGIBLE HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMP. STATE CODE

45. POSITION CONTROL CERTIFICATION	46. OP APPROVAL	DATE APPROVED
[initials] 10-15-71	[signature]	10/15/71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

1. NAME (Last-First-Middle)	2. DATE OF BIRTH	3. GRADE
395-26-2991 Keenan, Thomas J.	29 Jun 30	GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment)	5. PRESENT POSITION	6. EMPLOYEE EXTENSION
DDP/WH/Bogota State	Ops Officer	7431
7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade)	
Lima, Peru	Ops Off DCOS/0135/GS-14	
9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE	11. NO. OF DEPENDENTS TO ACCOMPANY
State	Oct 71	seven (7)

12. COMMENTS

Vice: Charles Dickens

Physical will be taken in the field and results forwarded to Hqs.

Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirements of the Station.

Gregory W. [illegible] 29 Mar '71

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
19 Mar 71	Joan Wright	3D 5309 Hqs	7431

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

17 MAY [illegible]

QUALIFIED FOR [illegible] OVERSEAS

Fr[illegible] E. L[illegible]

Chairman

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-66 259a USE PREVIOUS EDITIONS

SECRET

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 25 January 1971

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
026090	KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	02 / 07 / 71	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
				X	1135 0834	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
POL OFF ATTACHE OPS OFFICER (14)	1792	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 1	17,761 $ 20,815

18. REMARKS

* Bogota, Colombia

FROM: #0327

Language requirements for me have been met.

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Henry L. Berthold	25 Jan 71	[signature]	1-27-71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROSTER CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
31	10	61710	WH	15005	S	3	06 29 30		

28. DTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ. NO.	34. SEX
XX XX XX							

35. VET. PREFERENCE — 36. SERV. COMP. DATE — 37. LONG. COMP. DATE — 38. CAREER CATEGORY — 39. FEGLI HEALTH INSURANCE — 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE — 42. LEAVE CAT CODE — 43. FEDERAL TAX DATA — 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
[signature]	C. B. [signature]	1-28-71

FORM 1152 3-67 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0963

23 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru, effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. Charles B. Dickens.

2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer in Bogota. Mr. Keenan has also served a tour in Mexico City. He has an excellent command of the Spanish language.

3. A biographic profile, including information concerning his Agency experience and training, is attached.

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

T H Karamessines
Deputy Director for Plans

26 Feb 71
Date

SECRET

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 23 July 1970

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
026090	Keenan, Thomas J.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
Promotion	07 / 26 / 70	Regular

6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
V TO V / V TO CF / CF TO V / X CF TO CF		6135-0834	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
Pol Off Attache OPS OFFICER (13)	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 1	$16,760 $19,643

18. REMARKS

HB WH

FROM: GS-13 step 4 $18,437

*FRA in accordance with HR20-17e(1)a

Bogota, Colombia

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
HENRY L. BERTHOLD C/WH/Pers	7/23/70	[signature]	7-24

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HQTRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	1A	51700	WH	15665	S	3	06 29 30	07 26 70	07 26 70

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
07 25 72	81					

EOD DATA

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O P APPROVAL	DATE APPROVED
0724-70 JBR	[signature]	27 Jul 70

FORM 1152 USE PREVIOUS EDITION

P

SECRET

14-00000

S-E-C-R-E-T
(when filled in)

17 JUL 1967

MEMORANDUM FOR: Chief, Records and Control Division

FROM : Executive Secretary, Honor and Merit Awards Board

SUBJECT : Custody of Honor Award presented to Mr. Thomas J. Keenan

Because of security restrictions, the Honor and Merit Awards Board is acting as custodian of the subject's Honor Award and related papers listed below: Certificate of Merit

When security restrictions no longer prevail, the Awardee may obtain his award by calling the Executive Secretary.

Ellin B. Glenn

ELLIN B. GLENN

Distribution:
Original - Subject's OP File
1 - C/Support Staff/WH
1 - HMAB Case File
1 - HMAB Custody File

S-E-C-R-E-T
(when filled in)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO:
Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME (Print) LAST 7-26	FIRST	MIDDLE
026090	Keenan	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OF1 NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
06	28	67				1			Colombia	150

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 4 - TDY (Basic) 5 - CORRECTION 6 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
✓ CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
IN 02253	30 June 1967

REMARKS

PREPARED BY		
OCD	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C.D. & DIVISION, CTBD	DATE	SIGNATURE
✓ C.D. DIVISION	7/20/67	[illegible signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 14 JUNE 67

1. SERIAL NUMBER: 026090

2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: PROMOTION (CORRECTION)

4. EFFECTIVE DATE REQUESTED: MO. 05 | DAY 21 | YEAR 67

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V | V TO CF | CF TO V | XX CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135-0834

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDP/WH
FOREIGN FIELD
BRANCH 3
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA

11. POSITION TITLE:
POLITICAL OFFICER ATTACHER
OPS OFFICER

12. POSITION NUMBER: 0327

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.):
FSR
GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP:
06 6
13 1

17. SALARY OR RATE:
10363
$ ~~11885~~ 12873

18. REMARKS:

FROM: SAME. ADDITION OF INTEGRATED INFO.

✓ - Finance

18a. SIGNATURE OF REQUESTING OFFICIAL: [signature]
Robert D. Cashman C/WH/Pers

DATE SIGNED: 14 June

18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

DATE SIGNED: 14 June 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. VOUCHER CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
						3	06 29 30		

28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSR, 2-FICA, 3-NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION OR CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE CODE (0-NONE, 1-5 PT, 2-10 PT)	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY (CAR. RESV. PROV. TEMP.) CODE	39. FEGLI, HEALTH INSURANCE CODE (3-WAIVER, 1-YES) HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE LESS THAN 3 YEARS, 3-BREAK IN SERVICE MORE THAN 3 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED (1-YES, 2-NO) CODE NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1-YES, 2-NO) CODE NO. TAX EXEMP. STATE CODE

45. POSITION CONTROL CERTIFICATION: 06-16-67N

46. CP APPROVAL: [signature]

DATE APPROVED: 06-16-67

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED	10 May 67
1. SERIAL NUMBER	026090
2. NAME (Last-First-Middle)	KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION	PROMOTION
4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	05 / 21 / 67
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V / X V TO CF / CF TO V / CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE	7135 0834
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION
10. LOCATION OF OFFICIAL STATION	BOGOTA, COLOMBIA
11. POSITION TITLE	OPS OFFICER (13)
12. POSITION NUMBER	0327
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	13 1
17. SALARY OR RATE	$ 12,873

18. REMARKS

FROM: GS-12 Step 3 at $11,685 to GS-13 Step 1 at $12,873.

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
Robert D. Cashman C/WH/Pers	11 May	[signature]	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51700	WH	15005		3	06 29 30	05 21 67	05 21 67

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. OP APPROVAL	DATE APPROVED
05-16-67	[signature]	5/16/67

FORM 1152 USE PREVIOUS EDITION

SECRET

SECRET

Supplement to Staff Employee Personnel

Action for Integration of Mr. Thomas J. Keenan

Effective May 3, 1967

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-12 & $11,685 , per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of May 3, 1967 . You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FSR-E6 and salary of $11,338 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently ____________________. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.

SECRET

e. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including any income taxes withheld by your cover facility.

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY [signature]
Personnel Office

ACCEPTED:

[signature]

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 2 MAY 1967

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: INTEGRATION - DEPARTMENT OF STATE
4. EFFECTIVE DATE REQUESTED: MONTH MAY DAY 03 YEAR 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / CF TO V / V TO CF / CF TO CF — X (CF TO CF)
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135 0834
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH, FOREIGN FIELD, BRANCH 3, BOGOTA, COLOMBIA STATION
10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA
11. POSITION TITLE: POLITICAL OFFICER, ATTACHE ~~OPERATIONS~~ OFFICER
12. POSITION NUMBER: 0327
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 06 6 / 12 3
17. SALARY OR RATE: 10,363 / $ 11,685
18. REMARKS:

All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.

MARITAL STATUS: MARRIED
DAU DOB 6 OCT 57 DAU DOB 11 SEP 62
DAU DOB 16 SEP 58 DAU DOB 7 MAY 63
SON DOB 19 MAY 60
DAU DOB 19 AUG 61

19A. SIGNATURE OF REQUESTING OFFICIAL: for [signature] DANISH, COV. OFFICER, X1013
DATE SIGNED:
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:
DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 VOUCHER CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
55	10	51700	WH	15005		3	06 25 13		

28 MIL. EXP. DATE; 29 SPECIAL REFERENCE; 30 RETIREMENT DATA; 31 SEPARATION DATA CODE; 32 CORRECTION/CANCELLATION DATA; EOD DATA; 33 SECURITY REQ. NO.; 34 SEX

35 VET. PREFERENCE; 36 SERV. COMP. DATE; 37 LONG. COMP. DATE; 38 CAREER CATEGORY; 39 FEGLI HEALTH INSURANCE; 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE; 42 FEDERAL TAX DATA; 43 STATE TAX DATA

44. POSITION CONTROL CERTIFICATION: CS-MMAN
45. O P APPROVAL: [signature]
DATE APPROVED: 5/1167

FORM 1152 USE PREVIOUS EDITION

SECRET

SECRET

1. NAME (Last, First, Middle): Keenan, Thomas John	2. DATE OF BIRTH: 29 June 1930	3. GRADE: GS-12
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment): DDP/WH/CA	5. PRESENT POSITION: Ops Officer	6. EMPLOYEE EXTENSION: 6815
7. PROPOSED STATION: Bogota, Colombia	8. PROPOSED POSITION (Title, Number, Grade): Ops Officer/0327/GS-13	
9. TYPE OF COVER AT NEW STATION: State	10. ESTIMATED DATE OF DEPARTURE: May 1967	11. NO. OF DEPENDENTS TO ACCOMPANY: Seven (7)

12. COMMENTS

Form 89 is attached.

[illegible signature]

13. DATE OF REQUEST: 13 February 67	14. SIGNATURE OF REQUESTING OFFICIAL: [illegible signature] Kenneth L. Wambold	15. ROOM NUMBER AND BUILDING: 3 D 5309	16. EXTENSION: 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

[illegible]

Chairman, [illegible]

REQUEST FOR PCS OVERSEAS EVALUATION

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 APRIL 67

1. SERIAL NUMBER: 026090

2. NAME (Last-First-Middle): KEENAN, THOMAS J.

04-23-67

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS

4. EFFECTIVE DATE REQUESTED: MONTH 05 | DAY 07 | YEAR 67

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V to V | XX V to CF | CF to V | CF to CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135-0834

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDP/WH
FOREIGN FIELD
BRANCH 3
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA

11. POSITION TITLE: OPS OFFICER

12. POSITION NUMBER: 0327

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 12 3

17. SALARY OR RATE: $ 11,685

18. REMARKS

FROM: DDP/WH/PLANS & OPERATIONS STAFF/SECTION A/WASH.D.C./OPS OFFICER/
0641/7235-0620

1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL: Edward G. Cheatley [signature]
Robert D. Cashman C/WH/Pers

DATE SIGNED: 25 April

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

DATE SIGNED: 26 Apr 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 OBLIGATE CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
20	10	5763	WH	XSCOS		3	06 29 30		

28 DIE EXPIRES · 29 SPECIAL REFERENCE · 30 RETIREMENT DATA · 31 SEPARATION DATA CODE · 32 CORRECTION CANCELLATION DATA · EOD DATA · 33 SECURITY REQ. NO. · 34 SEX

35 VET. PREFERENCE · 36 SERV. COMP. DATE · 37 LONG. COMP. DATE · 38 CAREER CATEGORY · 39 FEGLI HEALTH INSURANCE · 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE · 42 LEAVE CAT. CODE · 43 FEDERAL TAX DATA · 44 STATE TAX DATA

45 POSITION CONTROL CERTIFICATION: E42 MCN [signature]

46 OP APPROVAL: [signature]

DATE APPROVED: [illegible]

Form 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

EYES ONLY
SECRET

13 MAY 1967

1 March 1967

MEMORANDUM FOR: Secretary, CSCS Panel, Section A

SUBJECT : Recommendation for Promotion: Thomas J. Keenan

1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases. He operated against Soviet Bloc and related targets, ran support projects, surveillance teams, and technical operations. The experience he gained was broad in nature. Also involved was the supervision of up to 30 people, including other officers and indigenous personnel and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

2. For the past two years Mr. Keenan has worked on the FI Staff of the WH Division providing supervision and guidance for FI/CI activities of the Division. He has been most effective in this role which requires dealing on a day-to-day basis with officers, many of whom are senior to him.

3. He participated as the Number 2 man on a Headquarters Task Force supporting the President's visit to Mexico last year. His work was highly effective. Mr. Keenan demonstrated a thorough knowledge of Headquarters' procedures and an ability to get things done. Mr. Keenan will shortly be assigned as

EYES ONLY
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14-00000

Operations Officer to Bogota, Colombia where there are targets of an increasingly serious nature requiring highly professional operational approaches.

4. Based on his experience and proven ability demonstrated by sound accomplishments as a case officer and as a Headquarters staff assistant, Mr. Keenan is regarded as having superior potential. It is recommended that he be promoted to GS-13.

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

14-00000

SECRET

G 27

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 August 1966

1. SERIAL NUMBER: 026090

2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 11 YEAR 66

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X V TO V / V TO C / C TO V / C TO C

7. COST CENTER NO. CHARGEABLE: 7235-0620

8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH

10. LOCATION OF OFFICIAL STATION: WASHINGTON, D. C.

11. POSITION TITLE:

12. POSITION NUMBER:

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.):

15. OCCUPATIONAL SERIES:

16. GRADE AND STEP: 12

17. SALARY OR RATE: $

18. REMARKS:

YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING (NUMERIC, ALPHABETIC) | 22. STATION CODE | 23. INTEGREE CODE | 24. HCOTES CODE | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1-CSC, 2-FICA, 3-NONE) CODE 2 | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA: CODE 09

45. POSITION CONTROL CERTIFICATION: 05-16-66 N

46. O.P. APPROVAL: See memo signed by D/Pers dated 22 Aug

DATE APPROVED:

FORM 1152 2-64 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

TO : Thomas Keenan

SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions of the government and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.

Richard Helms

Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 3 DECEMBER 1964

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: CONVERSION FROM FSS STATUS (CORRECTION) COB
4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 10 YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / C TO V / V TO C / X C TO C
7. COST CENTER NO. CHARGEABLE: 5135-0990
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0489
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 1
17. SALARY OR RATE: $10,250

18. REMARKS: CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964.

Mexico City, Mexico

Recorded by CSPD
CC

18A. SIGNATURE OF REQUESTING OFFICIAL: ROBERT D. CASHMAN C/WH/PERS
DATE SIGNED: 12/3/64

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:
DATE SIGNED: 8 Dec 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 31
20. EMPLOYEE CODE:
21. OFFICE CODING: NUMERIC 5-26 1007 ALPHABETIC 4300
22. STATION CODE:
23. INTEGREE CODE:
24. ROSTER CODE: 3
25. DATE OF BIRTH: 06 29 30
26. DATE OF GRADE:
27. DATE OF LEI:
28. EOD EXPIRES:
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1—CS 2—FICA 3—NONE CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX
35. VET. PREFERENCE: CODE 0—NONE 1—5 PT 2—10 PT
36. SERV. COMP. DATE:
37. LONG. COMP. DATE:
38. CAREER CATEGORY: CAR. APPN. FROM TEMP CODE
39. FEDL. HEALTH INSURANCE: CODE 0—WAIVED 1—REG HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA: CODE 0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE CAT. CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO CODE NO. TAX EXEMP. STATE CODE
45. POSITION CONTROL CERTIFICATION: 12/4/64
46. O P APPROVAL:
DATE APPROVED: 8 Dec 64

USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 28 OCTOBER 1964

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS
4. EFFECTIVE DATE REQUESTED: MONTH 11 DAY 22 YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / CF TO CF
7. COST CENTER NO. CHARGEABLE: 5235-0620
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: 3 DDP WH / PLANS & OPERATIONS STAFF / SECTION A / G
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: OPS. OFFICER
12. POSITION NUMBER: 0641
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (22)
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 1
17. SALARY OR RATE: $ 10,250

18. REMARKS

FROM: DDP/WH/3/0489/MEXICO CITY Tray 470

Security Approval Granted by Pers. SD/OS 10/30/64

[signature] 11/4/64

Recorded By CSPD [initials]

1-SECURITY

18A. SIGNATURE OF REQUESTING OFFICIAL: [signature] R. D. CASHMAN C/WH/PERS — DATE SIGNED: 11/4/64

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: A. Busby — DATE SIGNED: 11-6-64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROUTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
16	10	51075	W H	2013		1	06 29 30		

28. NTE EXPIRES — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1—CSC, 2—FICA, 3—NONE) CODE — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) — EOD DATA — 33. SECURITY REQ. NO. — 34. SEX

35. VET. PREFERENCE (CODE, 0—NONE, 1—5 PTS, 2—10 PTS) — 36. SERV. COMP. DATE — 37. LONG. COMP. DATE — 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE — 39. FEGLI/HEALTH INSURANCE (CODE 0—WAIVED, 1—YES; HEALTH INS. CODE) — 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42. LEAVE CAT. CODE — 43. FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO. TAX EXEMPTIONS) — 44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO. TAX EXEMP., STATE CODE)

45. POSITION CONTROL CERTIFICATION: T. Kearns 11/09/64

46. O.P. APPROVAL: A. Busby — DATE APPROVED: 11-6-64

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 OCTOBER 1964

Field	Entry
1. SERIAL NUMBER	026090
2. NAME (Last-First-Middle)	KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION	PROMOTION
4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	10 / 25 / 64
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V; V TO CF; CF TO V; X CF TO CF
7. COST CENTER NO. CHARGEABLE	5135-0990
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION	MEXICO CITY, MEXICO
11. POSITION TITLE	OPS OFFICER
12. POSITION NUMBER	0489
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	12 1
17. SALARY OR RATE	$10,250
18. REMARKS	Recorded By CSPD [initials]

18A. SIGNATURE OF REQUESTING OFFICIAL: [signature] ROBERT D. CASHMAN C/WH/PERS — DATE SIGNED: 10/9/64

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED: 22 Oct 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (Numeric)	(Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH (Mo. Da. Yr.)	26. DATE OF GRADE	27. DATE OF LEI
32	10	51700	WH	45275		3	06 29 30		

28. NTE EXPIRES (Mo. Da. Yr.) — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1—CSC, 2—FICA, 3—NONE) CODE — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA (Type, Mo. Da. Yr.) — EOD DATA — 33. SECURITY REQ NO. — 34. SEX

35. VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.) — 36. SERV. COMP. DATE (Mo. Da. Yr.) — 37. LONG COMP. DATE (Mo. Da. Yr.) — 38. CAREER CATEGORY (CAR. RESV., PROV./TEMP.; CODE) — 39. FEGLI HEALTH INSURANCE (CODE: 0—WAIVED, 1—YES; HEALTH INS. CODE) — 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42. LEAVE CAT. CODE — 43. FEDERAL TAX DATA (FORM EXECUTED: 1—YES, 2—NO; CODE; NO. TAX EXEMPTIONS) — 44. STATE TAX DATA (FORM EXECUTED: 1—YES, 2—NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: [signature] 10/23/64

46. O.P. APPROVAL: [signature] — DATE APPROVED: 22 Oct 64

FORM 1152 6-63 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 SEPTEMBER 1964

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: CONVERSION FROM FSS STATUS
4. EFFECTIVE DATE REQUESTED: COB 10 | 12 | 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. COST CENTER NO. CHARGEABLE: 5135-0990
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP WH / BRANCH 3 / MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0489
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 11 3
17. SALARY OR RATE: $9,240

18. REMARKS

FROM: FSS-06.7/$8,105/POL ASST

Mr. Keenan has submitted his resignation to the Department of State to be effective at close of business 12 October 1964

Recorded By CSPD

19A. SIGNATURE OF REQUESTING OFFICIAL: ROBERT D. CASHMAN C/WH/PERS — DATE SIGNED: 25 Sept 64

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 28 Sep 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. ROUTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	11	51700 WH	45075		3	06 29 30		

28. NTE EXPIRES — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1—CSC, 2—FICA, 3—NONE) — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA — EOD DATA — 33. SECURITY REQ NO. — 34. SEX

35. VET. PREFERENCE (0—NONE, 1—5 PT., 2—10 PT.) — 36. SERV. COMP DATE — 37. LONG COMP DATE — 38. CAREER CATEGORY — 39. FEGLI/HEALTH INSURANCE — 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42. LEAVE CAT CODE — 43. FEDERAL TAX DATA — 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: T Keenan 09/29/64

46. OP APPROVAL — DATE APPROVED: 28 Sep 64

FORM 1152 6-62 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-12
Mr. Thomas J. Keenan

1. It is recommended that Thomas J. Keenan be promoted to GS-12.

2. Mr. Keenan is thirty-four years old and has been with the Agency since 1957. While in grade as GS-11 only for the past year or so, he has been performing at a level even higher than the proposed GS-12 for more than three years, supervising the activities of up to twenty-five agents including a GS-13 contract agent.

3. The following quotation from the latest annual fitness report represents the best justification for this request:

"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance."

R. W. Herbert
Desmond FitzGerald
Chief
Western Hemisphere Division

Approved
Oct 1964

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Keenan, Thomas John	Daughter	65-067

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on ___ ; May 1964 - Premature birth

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BSD REPRESENTATIVE
16 AU: 1964	B. De Felice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-55 1076 USE PREVIOUS EDITION.

SECRET

14-00000

DISPATCH

CLASSIFICATION	SECRET
TO	Chief, WH Division
INFO.	
FROM	Chief of Station, Mexico City
SUBJECT	Dependent Daughter -
ACTION REQUIRED - REFERENCES	

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

Thomas J. Keenan

This is to announce the premature birth of Carol Jane on 7 May 1964. Mother and daughter are doing well.

WILLARD C. CURTIS

Distribution:
3 - WHD

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
[illegible]	HMMT-4581	19 May 1964
	CLASSIFICATION: SECRET	HQS FILE NUMBER

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 APRIL 1963

1. SERIAL NUMBER: 026090

2. NAME (Last-First-Middle): KEENAN, Thomas J.

3. NATURE OF PERSONNEL ACTION: PROMOTION

4. EFFECTIVE DATE REQUESTED: 4 14 63

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE: 3135 5700 1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 3
MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: ~~POL ASST~~ OPS OFFICER

12. POSITION NUMBER: [illegible]-489

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): ~~FSS~~ GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: ~~10~~ 7 0 / 11 ~~8~~ 2

17. SALARY OR RATE: $ ~~8,900~~ 6560 / ~~8,045~~ 8,310

18. REMARKS:
FROM: SAME

Recorded by CSPD
[signature]

19A. SIGNATURE OF REQUESTING OFFICIAL: [signature] ROBERT D. CASHMAN C/WH/PERS — DATE SIGNED: 4/8/63

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Paul P. Wilson — DATE SIGNED: 9 Apr 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE	EMPLOYEE CODE	OFFICE CODING (NUMERIC)	OFFICE CODING (ALPHABETIC)	STATION CODE	INTEGREE CODE	SEX/VET CODE	DATE OF BIRTH	DATE OF GRADE	DATE OF LEI
22	10	64700	WH	45015		3	06 12 30		

EOD DATA

43. POSITION CONTROL CERTIFICATION: T. Keeney 4/14/63

44. O.P. APPROVAL: Paul P. Wilson

DATE APPROVED

FORM 1152 OBSOLETE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 October 1961

1. SERIAL NUMBER: 026090

2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: PROMOTION

4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 29 YEAR 61

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE: 2135-5700-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP WH / BRANCH 3 / MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: POL ASST / OPS OFFICER D

12. POSITION NUMBER: [illegible]-189

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSS / GS 12

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 10 - [illegible] / 10 2

17. SALARY OR RATE: $6,260. / $7,160.

18. REMARKS: FROM: SAME

Coordinated by CSPD. VS

19. SIGNATURE OF REQUESTING OFFICIAL: P. O. BOWERS C/WH/PERSONNEL

19a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

3 06 29 30

EOD DATA

POSITION CONTROL CERTIFICATION

D.P. APPROVAL

SECRET

SECRET

29 December 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT : Recommendation for Promotion to Grade GS-10
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Nicaraguan and Costa Rican desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation has been submitted previously under the dates of 12 August 1959, 5 January 1960 and 30 June 1960. An efficiency report from the Mexico City Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade GS-10.

R. W. Herbert for
J. C. KING
Chief
Western Hemisphere Division

SECRET

14-00000

SECRET

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

MEMBERSHIP IN THE CAREER STAFF
APPROVED, TO TAKE EFFECT 2 0 [illegible]

Thomas J. Keenan SD|D 5-46
(Signature)

Eligibility Date: 20 May 1960

FOR THE CHIEF, KUBARK:
EXECUTIVE DIRECTOR
KUBARK SELECTION BOARD

(Date)

Daniel C. Kyzz [signature]

[signature] 16 Mar 60

SECRET

14-00000

DEPARTMENT OF STATE
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

56293

1. NAME (Mr.-Miss-Mrs.-One given name, initial(s) and surname)	2. DATE OF BIRTH	3. FEDERAL SS ACTION NO.	4. DATE
Mr. Thomas J. Keenan	6-29-30	FSA-4	12-11-59

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
FSS Appointment - Regular	1/6/60	PL 724 79th as amended

FROM		TO
	8. POSITION TITLE	Political Assistant
	9. SCHEDULE, SERIES, GRADE, SALARY	FSS-10 $5540
	10. ORGANIZATIONAL DESIGNATION / Post	Mexico, D.F. (1)-K
	11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL ☐ Regular ☐ Reserve ☐ Non-US	12. SS CATEGORY / FS Category	☐ FIELD ☐ DEPARTMENTAL ☒ Regular ☐ Reserve ☐ Non-US

13. VETERAN'S PREFERENCE: X

14. POSITION CLASSIFICATION ACTION: X 1-1012-333

15. SEX: M

16. APPROPRIATION: FROM / TO 9A-4011

17. RETIREMENT LAW: CSR FSO FS

18. DATE OF APPOINTMENT AFFIDAVITS (Accessions Only): 1/6/60

19. LEGAL RESIDENCE: ☐ CLAIMED ☐ PROVED STATE: Virginia

20. This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or the Department.

Marital Status - Married - Two.

Appointed at FSS-10, $5540, in accordance with I FSM IV 233. Previous Federal Government salary $6135, GS-9, earned with Department of Army.

21. SIGNATURE OR OTHER AUTHENTICATION

EMPLOYEE COPY

14-00000

SECRET

30 June 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS -10
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragua and Costa Rica Desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation has been submitted previously under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenan's performance continued to be of a high caliber. Although Subject's personnel file contains no evaluation yet of his work at the Mexico City Station, the Headquarters Section Chief, who visited the Station in April 1960 observed that Subject was doing excellent work.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

for [signature]
J. C. KING
Chief
Western Hemisphere Division

SECRET

14-00000

SECRET

5 January 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS-10
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He has recently been assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation was previously submitted under date of 12 August 1959. Since that date Mr. Keenan's performance has continued to be of a high caliber. He is now undergoing additional training for his assignment to the Mexico City Station in February 1960.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

for J. C. KING
Chief
Western Hemisphere Division

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

V to V		V to UV	
UV to V		UV to UV	

DATE PREPARED: Mo / Da / Yr

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo / Da / Yr)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo / Da / Yr)
	[illegible], Thomas J.	6 / 20 / 30	1	M	

7. SCD (Mo / Da / Yr)	8. CSC Retmt (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo / Da / Yr)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo / Da / Yr)	13. Code LCD (Yes-1, No-2) Code

CURRENT ASSIGNMENT

8

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/WH Branch III Mexico City Mexico Station		Mexico City, Mexico	

16. Dept.-Field (Dept.-Uslid-Fran-X) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	Operations Officer	420	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo / Da / Yr)	25. PSI Due (Mo / Da / Yr)	26. Appropriation Number
9-2	$ 6135	D	6 / 15 / 58	6 / 12 / 60	0135-5700-3000

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo / Da / Yr)	29. Type Of Employee	Code	30. Separation Date
Integration Department of State		1 / 6 / 60			

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code

33. Dept.-Field (Dept.-Uslid-Fran-X) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	Pol. Assistant		FSS	

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo / Da / Yr)	42. PSI Due (Mo / Da / Yr)	43. Appropriation Number
10-4	$ 5540				

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)	Date Approved
OPSER/CCD/OCL	Marguerite D. Roney Cover Officer	
B. For Additional Information Call (Name & Telephone Ext.): M. Roney, x810		

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		#98 1-12-60	E. Release		
C. Classification			F. Approved By		

Remarks:

All sick and All annual leave to be transferred to Department of State.

☐ Continued on reverse side

FORM 1152a USE PREVIOUS EDITION

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref.	Code	5. Sex	6. CS EOD Mo. Da. Yr.
526090	KEENAN THOMAS J	06 29 30		1	M 1	05 20 57

7. SCD Mo. Da. Yr.	8. CSC Retmt. Yes-1 No-2 Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo. Da. Yr.	11. FEGLI Yes-1 No-2 Code	12. LCD Mo. Da. Yr.	13. Yes-1 No-2 Code
01 29 53	1	50 USCA 403 J			05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4680	WASH., D. C.	75013

16. Dept. Field	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	1	OPS OFF	090659	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0320 1998

DC

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	67	12 27 59	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	1657	MEXICO CITY, MEXICO	45075

8

33. Dept. Field	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Frgn. - X	5	OPS OFFICER	189 D-12	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 2	$ 6135	D			0135-5700-3000

SOURCE OF REQUEST

A. Requested By (Name And Title): [signature] R. C. BOWERS WH/PERSONNEL OFFICER

B. For Additional Information Call (Name & Telephone Ext.): John Washinko X8242

C. Request Approved By (Signature And Title):

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]		D. Placement		
B. Pos. Control		12-17-59			
C. Classification			E. Approved By	[signature]	12-21-59

Remarks:

2 copies to Security Office.

12/16/59

12/17/59

* subject previously notified the Financial ... [illegible]

FORM NO. 1152 1 MAR 57

SECRET

(4)

SECRET

12 August 1959

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at GS-7. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.

R. Gomez

Rudolph E. Gomez
AC/WHD

SECRET

14-00000

SECRET
(When Filled In)

X	V to V		V to UV
	UV to V		UV to UV

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: Mo 8 Da 20 Yr 59

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
	KEENAN, THOMAS J.	Mo 6 Da 29 Yr 30	None-0, 5 Pt-1, 10 Pt-2; Code 1	N 1	Mo Da Yr

7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority	10. Apmt. Affidav	11. FEGLI	12. LCD	13.
Mo Da Yr	Yes-1 No-2; Code 1		Mo Da Yr	Yes-1 No-2; Code /	Mo Da Yr	Yes-1 No-2; Code

CURRENT ASSIGNMENT

3

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP WH BRANCH III CENTRAL AMERICA SECTION		WASHINGTON, D. C.	

16. Dept.-Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept.-Unlid.-Fran.; Code 2	OPS OFF	[redacted]70	08	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
9 2	$6135	D	6 15 58	6 12 60	0235-1000-1000

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT TG [illegible]	05	Mo 9 Da 6 Yr 59	REGULAR	22	

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4688	WASHINGTON, D. C.	75013

33. Dept.-Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept.-Unlid.-Fran.; Code 1		04659		

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
	$		6 15 58	6 12 60	1380 0420-1998

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)	Date Approved
P. C. BOWERS WH/PERSONNEL OFFICER [signature]		
B. For Additional Information Call (Name & Telephone Ext.) John Washinko X8242		

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]		D. Placement		
B. Pos. Control	[initials]		E. Release		
C. Classification			F. Approved By		

Remarks

EXTENDED TRAINING. [illegible handwriting]

2 copies to Security Office. [illegible handwriting] Continued on reverse side

FORM 1152a (USE PREVIOUS EDITION)

SECRET

14-00000

K[illegible]NAN

[illegible]

REPORT TO SUBSTANTIATE PROMOTION RECOMMENDATION - Date: 5/58

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

GS Level of the Work to Which He is Assigned: Prior to present training assignment his work assignments on the Mexican desk varied from a GS-3 to a GS-7 level

GS Level of His Performance: GS-7 For How Long: Approximately two months

The Quality of the Work He Performs: During his short period on the Mexican desk Mr. Keenan's performance was excellent.

Attitudes:

(a) Toward His Work: Excellent

(b) Toward his Associates (Does He Get Along Well with People?): Excellent, he gets along extremely weel with his associates.

(c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You Estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr Keenan should rapidly developpe into a valuable employee with a high potential.

Plans for him: Upon completion of his preant training he will be reassigned to WH/Mexico for approximately one year of desk training.

Would You Concur in a Recommendation That He Be Promoted? Yes

JOT Keenan, Thomas Supervisor [signature]

Concur John B. Brady, WH/Mexico

Title

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
126090	KEENAN THOMAS J	06 21 30	1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. Code	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI Code	12. LCD (Mo. Da. Yr.)	13. Code
01 29 53	1	50 USCA 403 J			05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDS OTR JUNIOR OFFICER TRAINEE CORPS	2810	WASH., D.C.	75013

16. Dept.-Field Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	JOT	0748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
09 1	$ 5985 ~~5660~~	ST	06 15 58	06 14 59	8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT & Chg of Basic Designation	57	1 25 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH Branch III Central America Section	4413	Washington, D. C.	

33. Dept.-Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept. x 2	Ops Off PP	~~RA~~-70 13	GS	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
9-1	$ 5985	D			9-3500-20-001

SOURCE OF REQUEST

A. Requested By (Name And Title): P. C. BOWERS, WH/PERSONNEL OFCR

B. For Additional Information Call (Name & Telephone Ext.): JOHN WASHINKO, X-8242

C. Request Approved By (Signature And Title):

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]	1-13-59	D. Placement		
B. Pos. Control	[signature]	12 Jan 1959	E.		
C. Classification			F. Approved By	[signature]	9 Jan 1959

Remarks:

2 copies Security (Cleared by CSPD 9 Jan 1959)

VICE: ~~xxxxxxxxx~~ vacancy

CONCUR: [signature] Willet L. Eccles, Chief/JOTP/TR

FORM NO. 1 MAR 57 1152

SECRET

CSPD

Security Approval ... 1/8 ... 1126

(4)

SECRET

4 June 1958

Classify According To Content.

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo Da Yr)	4. Vet. Pref.	5. Sex	6. CS - EOD
	KEENAN, Thomas J.	06 29 30	None-0, 5 Pt-1, 10 Pt-2; Code 1	M	

7. SCD (Mo Da Yr)	8. CSC Retmt (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo Da Yr)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo Da Yr)	13. (Yes-1, No-2) Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDS/OTR Junior Officer Trainee Corps		Washington, D.C.	

16. Dept.-Field (Dept. Uslid. Fran)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
		JOT	U 748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo Da Yr)	25. PSI Due (Mo Da Yr)	26. Appropriation Number
7 2	$ 4660	ST			8-7507-20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo Da Yr)	29. Type Of Employee	Code	30. Separation Date
PROMOTION*		06 15 58			

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDS/OTR Junior Officer Trainee Corps	5 3	Washington, D.C.	

33. Dept.-Field (Dept. Uslid. Fran)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
		JOT	U 748.16	GS	0090.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo Da Yr)	42. PSI Due (Mo Da Yr)	43. Appropriation Number
9 1	$ 5440	ST	06 15 58	06 14 59	8-7507-20

SOURCE OF REQUEST

A. Requested By (Name And Title): Willet L. Eccles C/JOTP

B. For Additional Information Call (Name & Telephone Ext.): Henry L. Berthold x4331

C. Request Approved By (Signature And Title): [signature] MATTHEW BAIRD, Director of Training

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification	[signature]		F. Approved By	[signature]	

Remarks:

*This action was considered and approved by the OTR/CSB on 3 June 1958.

FORM 9-57 1152a

SECRET

14-00000

SECRET
(When Filled In)

PERSONNEL DATA SHEET

NAME (Last)	(Middle)	(First)	DATE
KEENAN	JOHN	THOMAS	15 May 1958

DATE OF BIRTH	UNIT	MONTHS IN PRESENT POSITION	SERVICE DESIGNATION
24 June 1930	JOTP/TR	12	ST

PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE
GS-7	20 May 1957	U 748.16	JOT

PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE
GS-9	U 748.16	JOT

CIA TRAINING

See "Chronological Summary of Experience with CIA and Its Antecedents"

EDUCATION

BS Marquette University 1953 English and History

EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS

1953-1956 Lt(jg) Commo Officer U.S. Navy

CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS

20 May 57	EOD	
27 May-21 June 57	IOC	2 Excellents
24-28 June 57	Interim assignment, FBID	
1-26 July 57	IT	3 Excellents
29 July-23 August 57	Interim assignment, WE/Spain	
26 Aug-27 September 57	TS3 Training	12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex.
30 Sept 57-7 Jan 58	Interim assignment, CI Staff	
8 Jan 58	Temporary attachment to WH/3 for on-the-desk training	
3 Mar 58 - present	OC #6	

CAREER DEVELOPMENT PLAN

RECOMMENDED BY

[illegible] Chief/[illegible]

CONCURRENCES

RECOMMENDATION OF SCHOOL, STAFF (AT) OR APPROPRIATE PANEL

DATE OF ACTION

14-00000

S E C R E T

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IOC and IT, in which he made excellent grades, Keenan was placed on an interim basis with WE/Spain for four weeks. He then entered TS3 Training, where he again did excellent work. He then was placed for three months with the CI/ICD -- he had evinced interest in CE work -- before he was assigned for on-the-desk training with WH/3. On 3 March he entered OC and will return to WH/3 upon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-desk, Keenan has been commended: "alert with definite potential for CE work - thorough and industrious - on the Mexican desk performance was excellent - gets along extremely well with associates - attitude toward Agency excellent - should rapidly develop into a valuable employee with high potential - a very pleasant young man, interested and cooperative - gives promise of being a sound intelligence officer."

2. There is one other JOT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JOT; otherwise there is little difference in their production.

3. On the CI Staff subject's performance was equal to that of other JOT's under the supervisor. During his time on the desk with WH/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.

4. Keenan came to the JOTP with a good college record and excellent experience as officer-in-charge of sixty officers and enlisted men in a Navy communications center. His rank was Lt(jg). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.

5. Keenan has had no opportunity to demonstrate supervisory ability.

6. WH concurs in this promotion.

7. It is recommended that Keenan be promoted from GS-7 to GS-9.

[signature]
[illegible] L. [illegible]

S E C R E T

14-00000

Attn : C/WH
C/WH/1

14 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Gara of the JOT Program, JOT Thomas J. Keenan is attached to WH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.

2. The purpose of this on-the-job tour is to train Keenan in Headquarters procedures and the duties of a Headquarters case officer, the ultimate objective being to prepare him for an overseas assignment.

3. It is understood that after a JOT has been attached to the desk for six months as a trainee, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph 2.

4. Keenan has attended IOC and ETC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.

5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WH BOOK
JAN 15 1 20 PM '58
OFFICE OF TRAINING

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

FC 17
C 7673

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname): Mr. Thomas John Keenan

2. DATE OF BIRTH: 29 June 1930

3. REQUEST NO.: C-7673

4. DATE OF REQUEST: 8 Feb 57

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Excepted Appointment (13)

B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED: ASAP
B. APPROVED: 21 May 57

7. C.S. OR OTHER LEGAL AUTHORITY: 50 USCA 403 J

	FROM—		TO—
8. POSITION TITLE AND NUMBER			~~I.C. (Gen)~~ JOT 0748.16*
9. SERVICE, GRADE, AND SALARY			~~GS-0132.06-7~~ 0090.01 $4525
10. ORGANIZATIONAL DESIGNATIONS			DDS/OTR ~~Junior Officer Trainee Program~~ Junior Officer Trainee Corps
11. HEADQUARTERS			Washington, D.C.
12. FIELD OR DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary):

*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

B. REQUESTED BY (Name and title): Dr. Willet L. Eccles C/JOTP

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Henry L. Perthold x4331

D. REQUEST APPROVED BY
Signature: for MATTHEW BAIRD
Title: Director of Training

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT	10-POINT DISAB.	10-POINT OTHER
			✓		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

10C SD-ST

15. SEX: M
16. RACE: W
17. APPROPRIATION
FROM:
TO: 7-7507-20

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): YES

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY): 20 May 57

20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED
STATE: Wisconsin

21. STANDARD FORM 50 REMARKS

RC-078

~~be ...~~

1. Subject to trial period and medical.

DOC: 05/21/57
CSEOD: 05/21/57
LCD: 05/21/57
SCD: 01/29/53

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	WHP	15 FEB 1957
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

REMARKS:

OFFICE/DIVISION WITHIN [illegible]
10 MAY 1957
Date
Position Con. Clk.

F. APPROVED BY: [signature] 12 Jul 57

14-00000

2 May 1957

Mr. Thomas J. Keenan
42 East Follett Street
Fond du Lac, Wisconsin

Dear Mr. Keenan:

This will confirm your entrance-on-duty date of 20 May 1957 with this Agency at Grade GS-7, salary $4525.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a final security interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

Please report to the Receptionist at Curie Hall at 8:15 a.m. and ask for Mrs. Anna L. Phillips on 20 May 1957. Curie Hall is located at the intersection of 23rd Street, Independence Avenue, and Ohio Drive, S. W., with entrance on Ohio Drive.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

The gross salary quoted will be subject to deductions for Federal income tax and 6½ percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours,

G. M. Stewart
Director of Personnel

Enclosures (2)
Life Insurance Pamphlet
Map

OP/CORRES/dm(Phillips)

MEMORANDUM OF [illegible] CALL

PERSON CALLED: Keenan, Thomas John

LOCATION: Fond du Lac, Wisc

DATE OF CALL:

NUMBER:

THE FOLLOWING WAS DISCUSSED WITH THE ABOVE PERSON:

✓ GRADE GS-7 SALARY $4525.00 TITLE ____________

___ The appointment is approved subject to the following conditions at the time of entrance on duty.

✓ ___ Taking oath of office and signing loyalty affidavits.

✓ ___ Completion of satisfactory physical examination at our medical center.

[illegible]

✓ ___ Participation in a final security interview.

[illegible]

___ [illegible] which [illegible] security interview.

✓ [illegible]

✓ [illegible] first [illegible] after [illegible] duty.

___ [illegible]

[illegible]

___ Verification letter will [illegible]

✓ ___ If [illegible]

[illegible]

[illegible]

✓ [illegible]

[illegible]

___ Yes [illegible]

[illegible]

Kermit
ch. 4/26/57
[illegible]

EMPLOYMENT INFORMATION

_______ Are you now employed by the Federal or District Government?
(a) If so we have to arrange a release date with the agency.
(b) If so ask about lump sum payment made for annual leave due.
(c) Bring a S.F. 50 or pay-roll change slip with you the day you enter on duty if you now receive a higher salary than what we are offering you.

RESULTS OF CALL:

_______ Subject will EOD 20 May 1951

_______ Subject will write and advise us of date of EOD.

_______ Subject declined offer of Appointment.
REASON FOR DECLINATION:

_______ Subject advised to send letter of declination.

OTHER:

Explain other questions raised, committments made, etc.

4/56
DATE

[signature]
APPOINTMENT CLERK

WESTERN UNION
SENDING BLANK

CALL LETTERS QDB CHARGE TO CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS JOHN KEEHAN
42 EAST FOLLETT STREET
FOND du LAC, WISCONSIN

APPOINTMENT APPROVED AT GS-7, $4525.00 PER ANNUM. PLEASE CALL MRS. PHILLIPS, COLLECT, EXECUTIVE 3-6115, EXTENSION 2781 IMMEDIATELY TO ARRANGE ENTRANCE ON DUTY DATE.

G. M. Stewart
G. M. STEWART CMS

Send the above message, subject to the terms on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

1206-(R-4-49)

14-00000

8 April 1957

Mr. Thomas John Keenan
42 East Follett Street
Fond du Lac, Wisconsin

Dear Mr. Keenan:

We are pleased to inform you that your application for employment with this Agency has been reviewed with interest by appropriate officials and that actual processing has been initiated for a position at Grade GS-7, salary $4525.00 per annum.

Your final appointment is dependent upon a number of factors including character and reference investigations, and other processing procedures. You may be sure that this processing is being accomplished as rapidly as possible.

Please notify us of any changes in your present status such as change of address, employment, marital status, etc. If it should develop that you cannot accept the position, please let us know immediately. If you have any questions concerning your application, please do not hesitate to get in touch with us. Your future correspondence or inquiries should be directed to the attention of Mrs. Anna L. Phillips.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

Very truly yours,

G. M. Stewart
Director of Personnel

OP/CORRES/bjs(Phillips)

14-00000

4 March 1957

Mr. Thomas John Keenan
42 East Follett Street
Fond du Lac, Wisconsin

Dear Mr. Keenan:

This will confirm your recent telephone conversation with a member of my staff.

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on EXecutive 3-6115, extension 4331, on the morning of 13 March to arrange an interview for that afternoon. Please report to our Medical Office which is located on Central Building, 2430 E Street, N. W., at 8:30 a.m. on 14 March.

This is not an offer of employment, but your transportation expenses from Fond du Lac to Washington, D. C., and return will be borne by the Government. You will also be paid a per diem allowance in lieu of subsistence during the time you are in travel status. First-class travel is authorized. If you so choose, travel is authorized by privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. If you travel by air or rail, it is requested that you retain the ticket stubs to support the reimbursement voucher. You will not be reimbursed for expenses incurred for several weeks after your visit.

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart
Director of Personnel

OP/CORRES/bjs(Berthold)

14-00000

CONFIDENTIAL
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

✓	NEW HIRE
	PROMOTION
	TRANSFER OF FUNDS
	REASSIGNMENT
	SEPARATION
	OTHER

NAME (Last-First-Middle): Kinney, Thomas J. | OFFICE: OTR | TRAY:

	ACTION OFFICE	DATE RECEIVED	DATE DISPATCHED	INITIALS	REMARKS
	FILES SECTION	2/13/57	2/13/57	[illegible]	
	POSITION CONTROL	18 FEB 1957	18 FEB 1957	[illegible]	
✓	Appts				
	PAD				
	POSITION CONTROL				
	STATUS				
	POSITION CONTROL				
	FILES SECTION				

	HOLD FOR FITNESS REPORT		
	SLOT NOW BLOCKED		HOLD FOR SECURITY CONCURRENCE
	HOLD FOR G-4		HOLD - OFFICE OVER CEILING

REMARKS CONTINUED

FORM NO. 798 REPLACES FORMS 85, 870, AND 1 SEP 55 37-135 WHICH ARE OBSOLETE.

CONFIDENTIAL

(4-401)

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-8)	C-7673 OTR
REQUEST DATE (9-11)	13 Feb. 1957
YEAR OF BIRTH (28-30)	1930
GRADE (43-44)	GS-07
ORGN. CODE (45-48)	
TYPE OF APPL. (49)	1
HDQTRS & FUND (50)	2
CLEARANCE (51)	3
RECRUIT. CODE (52-54)	078
VET. PREF. & SEX (55)	1

NAME (LAST - FIRST - MIDDLE) (12 - 29): KEENAN, THOMAS JOHN

POSITION TITLE: JOT

POSITION NUMBER (31 - 36): U-748.16

OCCUP. CODE (37 - 42): 0070.01

LOCATION (CITY, STATE, COUNTRY): Washington, D. C.

ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDS/OTR/JOTC

TYPE OF APPLICANT: X REGULAR; CONTRACT; CONSULTANT; MILITARY

CONVERSION ACTION:

IF OTHER, SPECIFY:

NAME OF REQUESTER (OR OFFICIAL): G. W. Stewart alp

TYPE OF ASSIGNMENT AND FUNDS: X HQS; [illegible]; FF; X V; UV

CLEARANCE REQUIRED: PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): ; SECRET; X FULL

ATTACHMENTS: X PERSONAL HISTORY STATEMENT; 2 PHOTOGRAPH(S); X APPENDIX I; APPENDIX II; REQUEST FOR WAIVER; X REPORT OF INTERVIEW

VETERANS STATUS: X MALE - VETERAN; MALE - NON-VETERAN; FEMALE - VETERAN; FEMALE - NON-VETERAN

REMARKS:

JOT CASE PLEASE EXPEDITE

1 (SO); 1(OTR)

SPACE BELOW FOR SO USE ONLY

Form No. 377 [illegible]

SECRET

14-00000

☐ UNCLASSIFIED ☐ CIA INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: IO/JOTP D

NO.

DATE: 11 February 1957

TO: (Officer designation, room number, and building)	DATE RECD	DATE FWD'D	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief/JOTP				1. & 2. For signature.
2. IO/JOTP		2/12	D	
3. APS				3. For processing.
4. Amma	2/18	2/18	Cy	
5. Berthold	2/19			5. FP tests. 16 Feb
6. JOT PO	2/20	2/21	80	
7. JOT/PO				6. Please bring to DC at govt expense for PEM interview
8. Corres.	4 Mar	4 Mar	Lys	
9. Berthold	3/5	3/11	ULF	8. Please confirm telecon re he is to call Berthold EX...x4331 on morning of Wednes. 13 March to arrange interviews for that afternoon PEM: Thurs., 14 March Travel at govt exp (per Jot EX [illegible])
10. Anna Phillips		3/14/4	Cy	
11.				9. MP interview.
12.				
13. Corres	5 Apr	8 Apr	Lys	13 Invitation letter (Bruce)
14. Phillips	4/8	4/16	Cy	
15.				

E9 A3

JOT

FORM 1 DEC 55 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ CIA INTERNAL USE ONLY ☐ UNCLASSIFIED

4 February 1957

Mr. Thomas John Keenan
42 East Follett Street
Fond du Lac, Wisconsin

Dear Mr. Keenan:

Your application for employment with this Agency is presently under active review. Appropriate members of our staff will determine whether we have a position available for a person of your qualifications. Although we cannot predict the length of time needed for this review, we will make every effort to expedite a determination. Should there be unavoidable delays in reaching a decision, we shall do our best to keep you as fully informed as possible regarding the status of your case.

In the meantime, if you should have any questions, feel free to get in touch with us by mail. We ask your patience and assure you of our desire to make the review period as short as is compatible with the careful evaluation to which we feel each case is entitled.

Very truly yours,

G. M. Stewart
Director of Personnel

OP/CORRES/lap(Hogan)

CONFIDENTIAL
(When Filled In)

REPORT OF INTERVIEW

1. DATE OF INTERVIEW: 13, 26 Jan 1957

2. PLACE: Madison, Wis.

3. PREVIOUS APPLICATION: ☐ YES ☒ NO

4. INTERVIEWER: L H Gago

5. REFERRED BY: Marquette Univ. Placement

6. TYPE OR PRINT IN CAPS — LAST NAME: KEENAN — FIRST NAME: THOMAS — MIDDLE NAME: JOHN

7. PERMANENT ADDRESS: — TELEPHONE:

8. BUSINESS ADDRESS: — TELEPHONE:

9. TEMPORARY ADDRESS: 42 East Follett st., Fond du Lac, Wis. — TELEPHONE: 3527

10. DATE OF BIRTH: 29 June 1930

11. PLACE OF BIRTH: Fond du Lac, Wis.

12. CITIZENSHIP: ☒ U.S. ☐ OTHER (Specify country)
U.S. CITIZENSHIP ACQUIRED BY: ☒ BIRTH ☐ NATURALIZATION
IF NATURALIZED INDICATE DATE:

13. ☐ SINGLE ☒ MARRIED ☐ WIDOWED ☐ DIVORCED

14. NO. OF DEPEND. (Excluding wife): 0

15. FOREIGN RELATIVES, INCLUDING WIFE (Reg. 10-9)
none

16. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.)

Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History)
Active in intermural sports. Part-time employment.

17. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving)

Summer jobs cited in PHS.

18. MILITARY EXPERIENCE (Branch, serial no., stations, training duties, command responsibilities, rank held, reserve status, current proficiency and interests). INCLUDE ALSO DRAFT, ACTIVE MILITARY OR RETIRED STATUS.

Affiliation with USNR began May 1953. Accepted for Navy OCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953, assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as commo watch officer, commo officer, commo and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(Jg) 20 Jan 1955. Just received permanent rank as Lt(Jg). USNR, inactive. Separated Nov 1956.

14-00000

CONFIDENTIAL
(When Filled In)

18. AREA KNOWLEDGE (Areas, type of knowledge, how acquired, etc.)

19. LANGUAGE FACILITY (Give tests when skill warrants and rate below)

LANGUAGE	NATIVE FLUENCY	FLUENT BUT FOREIGN	ADEQUATE FOR TRANSLATION	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED	ACQUIRED BY

21. SALARY REQUESTED GS-7

22. ACCEPTABLE STATION
WASHINGTON, D.C. [X] YES [ ] NO
ANYWHERE IN U.S. [X] YES [ ] NO
OVERSEAS [X] YES [ ] NO

23. POOL INTEREST [ ] YES [X] NO

PREFERENCE LIMITATIONS

24. HEALTH
Good

25. FORMS GIVEN [X] PHS [X] APP. 1 [X] MED. [ ] SEC. ASSIS. [ ] L/A (If required)

26. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)

Keenan is a really impressive fellow in all respects. His appearance is immaculate,
there is a youthful charm about him, his discourse is articulate and nicely paced, and
he has a very congenial disposition. He has reached a satisfactory level of
maturity and discretion, I have no doubt. He has humility and poise. He is now at a
critical juncture in his life--just out of service, with an optimistic outlook on life,
and anxious to enter into career employment. His attitude toward govt. and CIA in
particular is entirely favorable. After our initial interview he wanted some time to
think it over, and to have other interviews. He called me within a matter of days, say-
ing he was ready to make formal application. Both he and his wife are enthusiastic over
the JOT program. She is an attractive young lass who has lived most of her life in S.
America where her father is an engineer for GMC. She is bi-lingual.
Keenan asked searching but discreet questions about conditions of employment, career
development, and the like. He is familiar with the security environment, and anticipates
no difficulty adapting himself to our requirements. Note his steady progress in the Navy
He appears to be a natural for career training. He is a likeable fellow, full of curio-
sity and ambition, and I believe he has a good mind. Participation in the mission of
the agency appeals to him very strongly. Presently not employed, he is prepared to seek
temporary work if available, or simply to wait out the processing period. His interest
is centered wholly in this application. In fairness to him an early decision on
eligibility is advised.
I regard him as a wholesome, disciplined, energetic fellow, with real potential for us.

Self-administered tests will be forwarded soon.

27. RECOMMENDED FOR
OTR/JOT

28. SERIAL NUMBERS

29. TESTS
To be tested in Madison 16 Feb 1957

30. [signature]
SIGNATURE OF INTERVIEWER
23 Jan 1957
DATE

CONFIDENTIAL

14-00000

1500 Sunday Jan 13

42 East Follett St.
Fond du Lac, Wisconsin
January 3, 1957

Mr. L. H. Gage
Box 201
Madison, Wisconsin

Dear Sir:

I have been recently released from active duty with the U. S. Navy, and am interested in obtaining information as to my qualifications for a career position with CIA. Although I do not hold a Master's Degree, I feel that my experience and interest make your consideration of my qualifications worthwhile. Any arrangements you may care to make regarding a personal interview will be acceptable to me.

Sincerely,

Thomas J. Keenan

TJK:mk

Acknowledged 1-7 with suggestion to come to Milw.

Age: 26 Married: no children Height: 5'11" Weight: 175

Job Interest	Career position with the Central Intelligence Agency.
Education	Public High School. Graduate of Marquette University, Class of 1953 with B. S. Degree in Liberal Arts. Majors in English and History. Grade transcript furnished upon request.
Military status	Veteran. U. S. Navy 3 years, 4 months. Graduate of Officer Candidate School. Duty generally in Communication and administration billets. Background Investigation completed 31 August 1954 by DIO Third Naval District. Last billet held was that of Officer in Charge, U. S. Naval Radio Station, Beavertail Point, Rhode Island. Released from active duty, November, 1956, as Lieutenant Junior Grade.
Hobbies and Interests	Sports: tennis and golf; reading, and informal discussions.
References	Furnished upon request.
Interview	At your convenience.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Applicant Information
Sheet No. 1

To all persons applying for employment
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the Agency the responsibility:

a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;

b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;

c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . . ;

d. "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;

e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

(Signature of Applicant)

14-00000

SECERT

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

SECRET

Handle With Care

14-00000

14-00000

A11

L48 100 020

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
KEENAN THOMAS J	0026090	LA	GS 15 4	$39,789

8561

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 665		

6. OLD SALARY RATE: Grade	Step	Salary	Last Eff. Date	7. NEW SALARY RATE: Grade	Step	Salary	Effective Date	8. TYPE ACTION: WGI	QSI	ADJ
GS 15	4	$39,789	05/23/76	GS 15	5	$40,995	05/21/78			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: DATE:

☑ NO EXCESS LWOP

☑ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS: [initials]

FORM 1003 560E Use previous editions

PAY CHANGE NOTIFICATION

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DICS 01/29/77

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	01 01 77	

6. FUNDS		V TO V		V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	7135 4528 0001	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER CH	CP25	DYB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15	

18. REMARKS

CHANGE OF SERVICE DESIGNATION FROM DCB TO DYB

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 8-72 Use Previous Edition

SECRET

E2 IMPDET CL BY 007622

14-00000

A 0:22 FEB 77

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
020090	KEENAN, THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND CHANGE OF NSCA	02 08 77	REGULAR

6. FUNDS	V TO V		V TO CF	7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	7135 4525	0002	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION OPERATIONS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPERATIONS OFFICER	CN55	DYB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
CS	0136.01	15 4	37167

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51065	LA	75013		1	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS. 3 - BREAK IN SERVICE MORE THAN 3 YRS.		FORM EXECUTED 1 - YES 2 - NO / CODE / NO. TAX EXEMPTIONS	FORM EXECUTED 1 - YES 2 - NO / CODE / NO. TAX EXEMP / STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 5-74
Use Previous Edition

SECRET

E2 IMPDET CL BY 007622

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11941 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 6 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	060050	51 300	CF	GS 15 4	$37,147

DLM: 6 JUL 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND DELEGATION OF NSCA	06 21 76	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
			X		T135 4528 0001	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION MEXICO/CENTRAL AMERICA BRANCH	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER CH	CP25	DQB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 4	34441

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREES CODE	24. Hqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51300	LA	75013		1	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150 9-73 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

14-00000

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026040	KEENAN THOMAS J	51 557	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Last EM Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
GS 15	3	$33,347	05/25/75	GS 15	4	$34,441	05/23/76			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE R. S. Sawyer

DATE

[X] NO EXCESS LWOP

[X] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

JRS

CLERKS INITIALS JRS

FORM 10-73 560E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

14-00000

SENT 15 JAN 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
26399	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND CANCELLATION OF NSCA	01 13 76	REGULAR

6. FUNDS		V TO V		V TO CF
		CF TO V	X	CF TO CF

7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
0135 0623 [illegible]	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION DEVELOPMENT COMPLEMENT	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPERATIONS OFFICER	DCOF	D03

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 3	33397

18. REMARKS

TRAINING

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	13	51337	LA	75013		1	10 29 3[illegible]		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data (TYPE, MO, DA, YR)	EOD DATA	33. SECURITY REQ. NO	34. SEX
XX XX XX							

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT) CODE	36. SERV. COMP. DATE (MO DA YR)	37. LONG. COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (0 - WAIVED, 1 - YES) CODE, HEALTH INS. CODE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)
0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE LESS THAN 3 YRS; 3 - BREAK IN SERVICE MORE THAN 3 YRS			

SIGNATURE OR OTHER AUTHENTICATION

20 RCS

FORM 1150 5-74 Mfg 10/74 — Use Previous Edition

SECRET

14-00000

MP: 04 AUG 75

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
CONVERSION FROM FSR STATUS	CCB 08 02 75	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
				X	6135 0984 0001	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION	KINGSTON, JAMAICA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
CHIEF OF STATION	CT28	DQB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.05	15 3	31806

18. REMARKS
KINGSTON, JAMAICA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	10	51875	LA	37043		3	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ NO	34. SEX
	84				EOD DATA		

35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1152 Use Previous Edition

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 875	CF	GS 15 3	$33,397

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
[illegible]	[illegible] THOMAS J.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT - CHANGE OF [illegible] CATEGORY	[illegible] 7[illegible]	[illegible]

6. FUNDS		V TO V		V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	[illegible]	[illegible]

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION	KINGSTON, JAMAICA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATTACHE/POLITICAL OFFICER CHIEF OF STATION	[illegible]0	[illegible]

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	[illegible] 15 2	21[illegible]15 [illegible]12

18. REMARKS

KINGSTON, JAMAICA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Home Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51675	LA	37047	[illegible]	3	[illegible] 21 [illegible]		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ. NO.	34. SEX
	64				DO DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[illegible] 11/25

FORM 1150 9-73 Use Previous Edition

SECRET

E 2 IMPDET CL BY [illegible]

14-00000

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J 026090 41350984

14-00000

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
020050	KEENAN THOMAS J	51 875	CF	

6. OLD SALARY RATE / 7. NEW SALARY RATE / 8. TYPE ACTION

Grade	Step	Salary	Last PH Date	Grade	Step	Salary	Effective Date	WGI	QSI	ADJ.
GS 15	2	$30,812	05/26/74	GS 15	3	$31,860	05/25/75			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE [signature] DATE 5/7/75

[X] NO EXCESS LWOP

[X] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS BB

FORM 10-73 560E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

"PAY ACJUSTMENT IN ACCCRDANCE WITH THE PROVISICNS CF SECTICN 5305 OF TITLE 5, U.S.C. ANC EXECUTIVE CRDER 11811 PURSUANT TO AUTHCRITY OF DCI AS PROVIDED IN THE CIA ACT CF 1949, AS AMENCED, AND CCI CIRECTIVE CATED 08 OCTOBER 1962."

EFFECTIVE CATE OF PAY ACJUSTMENT: 13 CCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 875	CF	GS 15 2	$30,812

14-00000

CS: 30 MAY 74

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

KDF

1. SERIAL NUMBER: 025030
2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE: 05 26 74
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / CF TO V / V TO CF / CF TO CF — X
7. COST CENTER NO. CHARGEABLE: 4135 0924 0001
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION
10. LOCATION OF OFFICIAL STATION: KINGSTON, JAMAICA
11. POSITION TITLE: ATTACHE POLITICAL OFFICER CHIEF OF STATION
12. POSITION NUMBER: 2663
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 04 1 / 15 2
17. SALARY OR RATE: 20677 / 29205
18. REMARKS:

KINGSTON, JAMAICA

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. Action Code	20. Employ Code	21. Office Coding (Numeric)	(Alphabetic)	22. Station Code	23. Integree Code	24. Hours Code	25. Date of Birth	26. Date of Grade	27. Date of LEI
22	10	51275	WH	37043	S	3	06 23 30	05 26 74	05 26 74

28. Date Expires	29. Special Reference	30. Retirement Data	31. Separation Data Code	32. Correction/Cancellation Data	EOD DATA	33. Security Req No.	34. Sex
05 25 76	84						

35. Vet Preference — 36. Serv Comp Date — 37. Long Comp Date — 38. Career Category — 39. FEGLI / Health Insurance — 40. Social Security No.

41. Previous Civilian Government Service — 42. Leave Cat Code — 43. Federal Tax Data — 44. State Tax Data

SIGNATURE OR OTHER AUTHENTICATION

POSTED

Form 1150 Use Previous Edition

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 760	CF	GS 14 4	$26,671

14-00000

KHN: 7 DEC 73

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS JOHN

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 15 73	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FAN AND NBCA	8. CSC OR OTHER LEGAL AUTHORITY
			X		4135 0984 0001	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/WH DIVISION FOREIGN FIELD BRANCH 7 - KINGSTON, JAMAICA STATION	KINGSTON, JAMAICA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
CHIEF OF STATION	0660	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.05	14 4	26671

18. REMARKS

THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51875 WH	37043		3	06 29 30		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. Correction/Cancellation Data | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET PREFERENCE | 36. SERV. COMP DATE | 37. LONG. COMP DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
ccB 12-11-73

FORM 1150 Use Previous Edition SECRET KHN E-2 IMPDET CL BY 007622

14-00000

G-55

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 760	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 14	3	$24,628	07/23/72	GS 14	4	$25,398	07/22/73		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE Richard L. Conolly

DATE 15 May 1973

[X] NO EXCESS LWOP

[X] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

COMPENSATION & TAX DIVISION
JUL 10

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

CS- 08/31/72

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
DELEGATION OF H.S.C.R.	09 01 72	

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	3135 1000 0001	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH DIVISION	LIMA, PERU

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER DCOS	0175	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14	

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1. CSC, 2. CIA, 3. FICA, 4. NONE; CODE)	31. SEPARATION DATA CODE	32. Correction / Cancellation Data (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (CODE; 0-NONE, 1-5 PT., 2-10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0-WAIVER, 1-YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YRS.), 3-BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

11.20.72 [signature]

FORM 1150 Use Previous Edition
5-66 Mfg. 11-71

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

C 53

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KE_NAN THOMAS J	51 700	CP	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADA
GS 14	1	$20,815	07/26/70	GS 14	2	$21,509	07/25/71		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE Richard L. Conolly   DATE 6 May 1971

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

537

CLERKS INITIALS   AUDITED BY

FORM 3-66 560 E Use previous editions   PAY CHANGE NOTIFICATION   (4-31)

BBC: 16 NOV 71

SECRET
(When Filled In)

OKF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT - CORRECTION	09 30 71	REGULAR

6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V: X	CF TO CF	2135 1084 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION	LIMA, PERU

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATTACHE POLITICAL OFFICER OPS OFFICER DCOS	0135	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 2	17761 21509

18. REMARKS

THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 09/30/71 AS FOLLOWS:
ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. Action Code	20. Employ Code	21. Office Coding (Numeric)	(Alphabetic)	22. Station Code	23. Integree Code	24. Health Code	25. Date of Birth	26. Date of Grade	27. Date of LEI
58	10	51760	WH	57085	S	3	06 29 30		

28. NTE Expires	29. Special Reference	30. Retirement Data	31. Separation Data Code	32. Correction/Cancellation Data	33. Security Req No.	34. Sex
				37 09 30 71 (EOD DATA)		

35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11/17/71

FORM 1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

BBG: 01 NOV 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 30 71	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	2135 1084 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION	LIMA, PERU

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATTACHE POLITICAL OFFICER OPS OFFICER	0135	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 2	17761 21509

18. REMARKS

BOGOTA, COLOMBIA
OPS OFFICER OCCUPYING OPS OFFICES DCOS POSITION.

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51760 WH	57085	S	3	06 29 30		

28. INTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

IOS.I.D

FORM 1150 Use Previous Edition

SECRET

BBG

14-00000

EOD: 10 MAR 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026096	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	02 07 71	REGULAR

6. FUNDS: V TO V / CF TO V / V TO CF / X CF TO CF

7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
1135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
POL OFF ATTACHE OPS OFFICER	1792	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 1	17761 20815

18. REMARKS

BOGOTA, COLOMBIA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Region Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51700	WH	15005	S	3	05 23 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RET. PERSONNEL DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data	33. SECURITY REQ. NO.	34. SEX
XX XX XX						

EOD DATA

35. VET. PREFERENCE — 36. SERV. COMP. DATE — 37. LONG. COMP. DATE — 38. CAREER CATEGORY — 39. FEGLI / HEALTH INSURANCE — 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE — 42. [illegible] — 43. FEDERAL TAX DATA — 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
3.11.71

FORM 1150
Use Previous Edition

SECRET

(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF	GS 14 1	$20,815

14-00000

EVD: 5 AUG 70

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	07 26 70	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF
			X	

7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
1135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
POL OFF ATTACHE OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 1 14 1	16760 19543

18. REMARKS

BOGOTA, COLOMBIA

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	51700	WH	15005	S	3	03 29 30	07 26 70	07 26 70

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 CIA, 3 FICA, 4 NONE) CODE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ. NO	34. SEX
07 25 72	81						

35. VET. PREFERENCE (CODE; 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 WAIVER, 1 YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 NO PREVIOUS SERVICE; 1 NO BREAK IN SERVICE; 2 BREAK IN SERVICE (LESS THAN 3 YRS); 3 BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
08-06-70 [illegible]

FORM 1150 Use Previous Edition

SECRET

DSJ

653

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 700	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	3	$17,878	05/18/69	GS 13	4	$18,437	05/17/70		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE

DATE

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

1537

CLERKS INITIALS

AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

COMPENSATION

MAY 11 1970

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF	GS 13 3	$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF	GS 13 3	$16,866

14-00000

G53

Lo-3

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 700	CF	

6. OLD SALARY RATE Grade	Step	Salary	Last Eff. Date	7. NEW SALARY RATE Grade	Step	Salary	Effective Date	8. TYPE ACTION SI	ADJ
GS 13	2	$14,889	05/19/68	GS 13	3	$15,369	05/18/69		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE | DATE

1537

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS | AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION (4-81)

COMPENSATION

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF	GS 13 2	$13,737	$14,889

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF	GS 13 1	$12,873	$13,507

14-00000

FLW: 26 JUN 67

SECRET
(When Filled In)

OKF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090
2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: PROMOTION CORRECTION
4. EFFECTIVE DATE: 05 21 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF
7. Financial Analysis No. Chargeable: 7135 0834 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION
10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA
11. POSITION TITLE: POLITICAL OF ATTACHER OPS OFFICER
12. POSITION NUMBER: 0327
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 06 6 / 13 1
17. SALARY OR RATE: 10363 / 14873
18. REMARKS:

THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 AS FOLLOWS:
TO ADD INTEGRATED [illegible]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
58	10	51700	WH	15005	1	3	06 29 30	05 21 67	05 21 67

28. NTE EXPIRES: 21
32. CORRECTION/CANCELLATION DATA: Type 22, 05 21 67
EOD DATA

29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 33. SECURITY REQ. NO. | 34. SEX
35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: 0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE LESS THAN 3 YRS; 3 - BREAK IN SERVICE MORE THAN 3 YRS
42. LEAVE CAT CODE | 43. FED. | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
06 26 67

FORM 1150 Use Previous Edition

SECRET
(When Filled In)

SECRET
(When Filled In)

PLW. 10 MAY 67

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	05 21 67	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	7135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 1	12873

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Region Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51700	WH	15005		3	06 29 30	05 21 67	05 21 67

28. NTE EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
060267N

FORM 1150 Use Previous Edition

SECRET (When Filled In)

PLW

14-00000

KJM: 17 MAY 67

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
INTEGRATION DEPARTMENT OF STATE	05 03 67	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
			X		7135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
POLITICAL OFFICER ATTACHE OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	06 6 12 3	10363 11685

18. REMARKS

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF $11685 AND FSR SALARY OF $10363 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.
MARITAL STATUS: MARRIED DAU DOB 6 OCT 57 DAU DOB 11 SEP 62
DAU DOB 16 SEP 58 DAU DOB 7 MAY 63
DAU DOB 19 AUG 61 SON DOB 19 MAY 60

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
55	10	51700	WH	15005	S	3	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ NO.	34. SEX

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150 Use Previous Edition

SECRET (When Filled In)

14-00000

BJT: 12 MAY 67

SECRET
(When Filled In)

UNF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS - CORRECTION	04 23 67	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	7135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 3	11685

18. REMARKS

THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Mgmt. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
58	10	51700	WH	15005		3	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE / MO. DA. YR.)		33. SECURITY REQ NO.	34. SEX
				20	05 07 67		

EOD DATA

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05-15-67

Form 1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

c/WH/3

COMPENSATION & TAX DIVISION
MAY 14 8 37 AM '68

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 700	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 13	1	$13,507	05/21/67	GS 13	2	$13,957	05/19/68		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 11 May 68

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

5-37

14-00000

BJT: 3 MAY 67

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS	04 23 67	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		X			7135 0834 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	BOGOTA, COLOMBIA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 3	11685

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
20	10	51700	WH	15005		3	06 29 30		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RES, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
052367

FORM 5-66 1150 Use Previous Edition

SECRET
(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 075	V	GS 12 2	$10,987	$11,306

G27

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
026090	KEENAN THOMAS J	51 075 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 12	2	$11,306	10/24/65	GS 12	3	$11,665	10/23/66			

8. Remarks and Authentication

/ √ / NO EXCESS LWOP
/ √ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS JV AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: DATE:

PAY CHANGE NOTIFICATION

FORM 560E

14-00000

RJH: 13 SEP 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090

2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE (MO. DA. YR.): 09 11 66

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X V TO V

7. COST CENTER NO. CHARGEABLE: 7235 0620 0000

8. CSC OR OTHER LEGAL AUTHORITY: PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH

10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE:

12. POSITION NUMBER:

13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.):

15. OCCUPATIONAL SERIES:

16. GRADE AND STEP: 12

17. SALARY OR RATE:

18. REMARKS: YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. Employ. Code | 21. OFFICE CODING (NUMERIC, ALPHABETIC) | 22. STATION CODE | 23. INTEGREE CODE | 24. Hdqtrs. Code | 25. DATE OF BIRTH (MO. DA. YR.) | 26. DATE OF GRADE (MO. DA. YR.) | 27. DATE OF LEI (MO. DA. YR.)

28. NTE EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE: 2 | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE | 39. FEGLI/HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED 09 20 66 /J

FORM 11-62 1150 Use Previous Edition

SECRET (When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 075	V	GS 12 1	$10,250	$10,619

6-27

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
026090	KEENAN THOMAS J	51 075 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 12	1	$10,250	10/25/64	GS 12	2	10987 ~~$10,619~~	10/24/65			

9. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS RY AUDITED BY

OCT 23 8 09 AM '65

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE [illegible]

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition

L1

SECRET
(When Filled In)

NJM 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
(CORRECTION) CONVERSION FROM FSS STATUS	EOD 10 10 64	REGULAR

6. FUNDS	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X CF TO CF	5135 0990 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 1	10250

18. REMARKS

MEXICO CITY, MEXICO
THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
57	10	51700	WH	45075		3	06 29 30		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	DATE		33. SECURITY REQ. NO.	34. SEX
				56	10 10 64	EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
12/16/64 [illegible]

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES
Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps* 1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,560
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

14-00000

DLB: 20 NOV 64

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	11 22 64	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		5235 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH PLANS & OPERATIONS STAFF SECTION A	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0641	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 1	10250

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
16	10	51075	WH	75013		1	06 29 30		

28. VCS EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE; CODE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR, RESV, PROV, TEMP; CODE) | 39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11/24/64 [signature]

FORM 1150 Use Previous Edition

SECRET (When Filled In)

RZR: 23 OCT 64

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
PROMOTION	10 25 64	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		5135 0930 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 1	10250

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Nega. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51700	WH	45075		3	06 20 30	10 25 64	10 25 64

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE (0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP)	39. FEGLI / HEALTH INSURANCE (0 - WAIVED, 1 - YES)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/28/64 ZK

FORM 11-62 1150 Use Previous Edition

SECRET Jgd

(When Filled In)

14-00000

DLB: 13 OCT 64

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
CONVERSION FROM FSS STATUS	COB 10 12 64	REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
5135 0990 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	11 3	9240

18. REMARKS
STATE: MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	10	51700	WH	45075		3	06 29 30		

28. NTE EXPIRES — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. — EOD DATA — 33. SECURITY REQ. NO. — 34. SEX

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT., 2 - 10 PT.) — 36. SERV. COMP. DATE — 37. LONG. COMP. DATE — 38. CAREER CATEGORY (CAR. RESV PROV. TEMP) CODE — 39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVER, 1 - YES) HEALTH INS. CODE — 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS)) — 42. LEAVE CAT. CODE — 43. FEDERAL TAX DATA FORM EXECUTED (1 - YES, 2 - NO) CODE NO. TAX EXEMPTIONS — 44. STATE TAX DATA FORM EXECUTED (1 - YES, 2 - NO) CODE NO. TAX EXEMP. STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/15/64 [signature]

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

1 Serial No.	2 Name	3 Cost Center Number	4 LWOP Hours
026090	KEENAN THOM'S J	51 700 456 CF	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 11	2	$ 8,690	04/14/63	GS 11	3	$ 8,970	04/12/64			

8 Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD 559
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY 5/12/64

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: DATE

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition

(4-61)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 700 CF	GS 11 2	$ 8,313	$ 8,690

SECRET
(When Filled In)

BAB: 12 APR 63

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
026090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	04 14 63	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		3135 5700 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
POL ASST OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSS GS	0136.01	07 0 11 2	6560 8310

18. REMARKS
MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
22	10	64700	WH	45075	1	3	06 29 30	04 14 63	04 14 63

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
04/23/63 JK

FORM 1150 Use Previous Edition

SECRET 17

(When Filled In)

14-00000

1 Serial No	2 Name	3 Cost Center Number	4 LWOP Hours
026090	KEENAN THOMAS J	64 700 CP	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	PSI	LU	ADJ
GS-10	2	$ 7,535	10/29/61	GS-10	3	$ 7,780	10/28/62			

8 Remarks and Authentication

/ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / LWOP STATUS AT END OF WAITING PERIOD 559

CLERKS INITIALS AUDITED BY AG 11/7/62

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: Ned P. Holman DATE: 26-X-62

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956 SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
KEENAN THOMAS J	026090	64700	CF	10 2	$ 7160	10 2	$ 7535

14-00000

ADS: 27 OCT 61

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
020090	KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
PROMOTION	10 29 61	REGULAR

6. FUNDS	V TO V / CF TO V	X	V TO CF / CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		X		2135 5700 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
POL ASST OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSS GS	0136.01	10 0 10 2	6260 7160

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Medical Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	64700	WH	45075	1	3	06 29 30	10 29 61	10 29 61

28. NTE. EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE; CODE) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT) | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. MIL. SERV. CREDIT/LCD | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENTAL SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE LESS THAN 3 MOS; 3 - BREAK IN SERVICE MORE THAN 3 MOS) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

[signature] - 11/14/61

Form 1150 (Temporary Printing)

SECRET

526090	KEENAN THOMAS J	002/WH	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO	DA	YR	GRADE	STEP	SALARY	EFFECTIVE DATE MO	DA	YR
GS 09	2	$ 6,135	06	14	59	GS 09	3	$ 6,285	06	12	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☐ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

E.D.ECHOLS

PAY CHANGE NOTIFICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KEENAN THOMAS J	526090	46 52	GS-09 3	$ 6,285	$ 6,765

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
526090	KEENAN THOMAS J.	002/WH UV	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 09	3	$ 6,765	06/12/60	09	4	$ 6,930	06/11/61			

8. Remarks and Authentication

/ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

E.D.ECHOLS

PAY CHANGE NOTIFICATION

SECRET

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 13 JAN 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (Code)	5. Sex	6. CSC EOD (Mo. Da. Yr.)
526090	KEENAN THOMAS J	06 29 30	1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt (Yes-1 No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes 1 No 2) Code	12. LCD (Mo. Da. Yr.)	13. Fed. Tax (Yes-1 No-2) Code
01 29 53	1	50 USCA 403 J			05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	4652	MEXICO CITY, MEXICO	45075

16. Dept. - Field (Dept.-1 USlid.-3 Frgn.-5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	OPS OFFICER	0489	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0135 5700 3000

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
INTEGRATION DEPARTMENT OF STATE	58	01 06 60	REGULAR	OM	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	4652	MEXICO CITY, MEX.	45075

33. Dept. - Field (Dept.-1 USlid.-3 Frgn.-5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	POL ASST OPS OFFICER	0489	FSS GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
10 4 09 2	$ 5540 6135	D	06 15 58	06 12 60	0135 5700 3000

44. Remarks

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF $6135 AND FSS SALARY OF $5540 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH.
ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.

Posted
PCS

FORM NO. 1150a 1 MAR 57 1-14-60

SECRET

(4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ALS: 12 DEC 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
526090	KEENAN THOMAS J	06 29 30	1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI Code	12. LCD (Mo. Da. Yr.)	13. Code
01 29 53	1	50 USCA 403 J			05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4688	WASH., D. C.	75013

16. Dept. - Field Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
1	OPS OFF	090659	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0320 1998

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	67	12 27 59	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	4652	MEXICO CITY, MEXICO	45075

33. Dept. - Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
5	OPS OFFICER	0489	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0135 5700 3000

44. Remarks

1-6-60
RJH

FORM NO. 1150a 1 MAR 57 12-18-57 SECRET (4)

SECRET

NOTIFICATION OF PERSONNEL ACTION

DEC: 4 SEPT 59

1. Serial No.	2. Name	3. Date of Birth (Mo. Da. Yr.)	4. Vet. Pref. Code	5. Sex	6. CS. EOD (Mo. Da. Yr.)
526090	KEENAN THOMAS J	06 29 30	1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo. Da. Yr.)	11. FEGLI Code	12. LCD (Mo. Da. Yr.)	13. Code
01 29 53	1	50 USCA 403 J		1	05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP WH BRANCH III CENTRAL AMERICA SECTION	4613	WASH., D. C.	75013

16. Dept. - Field Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	OPS OFF PP	0070	GS	0136.31

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
09 2	$ 6135	D	06 15 55	06 14 59	9 3500 20 001

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT TRANSFER TO CONFIDENTIAL FUNDS	05	09 06 59	REGULAR	22	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4688	WASH., D. C.	75013

33. Dept. - Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
1	OPS OFF	090659	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0320 1998

44. Remarks

EXTENDED TRAINING.

FORM NO. 1150a 1 MAR 57

SECRET (4)

14-00000

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING FROM R-20-250

SER #	NAME	SD	OLD SLOT	NEW SLOT	DATE
126090	KEENAN THOMAS J	D	0070	486	04/28/59

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDP/WH 3	V-20	2251

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 9	1	$ 5,985	06	15	50	GS 9	2	6,135	06	14	59

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE [X] NO EXCESS LWOP [ ] EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
[ ] IN PAY STATUS AT END OF WAITING PERIOD
[ ] IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS
GRADE	STEP	SALARY	MO.	DA.	YR.	

14. AUTHENTICATION

GS. W156 C 0 MC

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 1 OCT. 55 560

SECRET

PERSONNEL FOLDER 181

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 23 JAN 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da.	Yr.	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD Mo.	Da.	Yr.
126090	KEENAN THOMAS J	06	29	30	1	M 1	05	20	57

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI (Yes-1, No-2) Code	12. LCD Mo.	Da.	Yr.	13. (Yes-1, No-2) Code
01	29	53	1	50 USCA 403 J					05	20	57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDS OTR JUNIOR OFFICER TRAINEE CORPS	2810	WASH., D.C.	75013

16. Dept.-Field (Dept-2, USfld-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	JOT	0748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
09 1	$ 5985	ST	06	15	58	06	14	59	8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT CHANGE OF SERVICE DESIGNATION	57	01	25	59	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH III CENTRAL AMERICA SECTION	4613	WASH., D. C.	75013

33. Dept.-Field (Dept-2, USfld-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	OPS OFF PP	0070	GS	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
09 1	$ 5985	D	06	15	58	06	14	59	9 3500 20 001

44. Remarks

POSTED
11 Feb 1959

FORM NO. 1150
1 MAR 57

ad/1-8/59

SECRET

(4)

14-00000

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE 12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	GS-09-1	$ 5,440	$ 5,985

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

EVL 11 JUNE 58

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
126090	KEENAN THOMAS J	06 29 30	1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1 No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Code (Yes-1 No-2)
01 29 53	1	50 USCA 403 J			05 20 57	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDS OTR JUNIOR OFFICER TRAINEE CORPS		WASH., D.C.	

16. Dept. - Field (Dept-2, USfld-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	JOT	0748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
07 2	$ 4660	ST			8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
PROMOTION	30	06 15 58	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDS OTR JUNIOR OFFICER TRAINEE CORPS	2810	WASH., D.C.	75013

33. Dept. - Field (Dept-2, USfld-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	JOT	0748.16	GS	0090.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
09 1	$ 5440	ST	06 15 58	06 14 59	8 7507 20

44. Remarks

POSTED
17 JUN 1958

FORM NO. 1150
1 MAR 57

AG 6/12/58

SECRET

(4)

14-00000

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDS/JOTC	V-20	

6. OLD SALARY RATE							7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.		GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 7	1	$ 4,525					GS 7	2	$ 4,660	06	01	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

MAY 27 11 05 AM '58
PAYROLL BRANCH

M. STEWART

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560b
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDS/JOTC 3A	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 7	1	$ 4,525				GS 7	2	$ 4,660	06	01	58

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
Willis Eccles	23 Mar 58	Willis Eccles

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F.C. 19 Apr 57
lvl C-7673

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. THOMAS J. KEEHAN 126090	29 Jun 1930		20 May 1957

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
EXCEPTED APPOINTMENT 13	20 May 1957	50 USCA 403 J

FROM		TO
	8. POSITION TITLE	JOT U-748.16
	9. SERVICE, SERIES, GRADE, SALARY	GS-0090.01-7 $4525.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS 281000	DDS/OTR Junior Officer Trainee Corps
	11. HEADQUARTERS 2	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

1 13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10 POINT (DISAB.)	10 POINT (OTHER)
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.	
				ICC SD/GT

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
1 M	FROM: TO: 7-7500-20 750-13	Yes	20 May 1957	☐ CLAIMED ☐ PROVED STATE:

20. REMARKS:

EC-078
2 EOD 05/20/57
Subject to the satisfactory completion of a medical examination.
Subject to the satisfactory completion of a trial period of one year.

DOG: 05/20/57
CHEOD: 05/20/57
LCD: 05/20/57
SCD: 01/29/53

PSI due 06/01/58

POSTED
23 MAY 1957

ENTRANCE PERFORMANCE RATING:

Director of Personnel

21. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1950-173607

MJ 5/21/57

14-00000

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-15	DQB

7. OFFICIAL POSITION TITLE	8. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	9. CURRENT STATION	10. CHECK (X) TYPE
Ops Officer,DChief	DDO/LA/OPS	Headquarters	X HQS.

11. TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CONTRACT; SPECIAL; OTHER

12. TYPE OF REPORT: INITIAL; X ANNUAL; REASSIGNMENT; SPECIAL

13. REPORTING PERIOD (From- to-): 1 Jun 77 - 3 Dec 77

14. DATE REPORT DUE IN O.P.: January 1978

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 — RATING LETTER

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

SPECIFIC DUTY NO. 2 — RATING LETTER

SPECIFIC DUTY NO. 3 — RATING LETTER

SPECIFIC DUTY NO. 4 — RATING LETTER

SPECIFIC DUTY NO. 5 — RATING LETTER

SPECIFIC DUTY NO. 6 — RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: O

FORM 7-75 45 USE PREVIOUS EDITIONS

CONFIDENTIAL
CLASSIFICATION

E2, IMPDET CL BY 19812

DJB 2/78

14-00000

CLASSIFICATION

SECTION D — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E — **CERTIFICATION AND COMMENTS**

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 4 January 1978	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, LA Southern Region	TYPED OR PRINTED NAME AND SIGNATURE: Joseph Di Stefano

2. BY EMPLOYEE

I HAVE [ ] OR HAVE NOT [✓] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE: 4 January 1978	SIGNATURE OF EMPLOYEE: [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Subject is an especially able staff officer, one of the best around. Intelligent, possessing a quick retentive mind, excellent with detail, able to rapidly identify problem areas, a quick, accurate and clear drafter, having a mind of his own and willing and able to express his opinions firmly and articulately, but always pleasant, conservative by nature, he thinks his problems through but gets things done accurately and quickly. Whenever I had a staff problem, I knew I could count on Mr. Keenan to get the necessary done.

(continued)

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
17 Jan 1978	Deputy Chief, Latin America Division	George V. Lauder

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [ ] HAVE NOT [✓] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE: 17 Jan 78	SIGNATURE OF EMPLOYEE: [signature]

CLASSIFICATION

CONFIDENTIAL

14-00000

CONFIDENTIAL

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the Mexico and Central America Branch, the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.

2. During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.

3. Mr. Keenan was assigned primary responsibility for close review and staff action relating to the northern area (Mexico, Central America, the Caribbean plus Guyana and Surinam in South America). In addition, he served as the staff referent for narcotics operations throughout the Division and for Cuba operations worldwide.

4. I consider myself singularly fortunate to have had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, legal strictures impinged on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

E2 IMPDET
CL BY 19812

CONFIDENTIAL

5. Mr. Keenan has an agile and retentive mind. He is quick at distinguishing the wheat from the chaff. He does his homework and I have never known him to go off half cocked. In making operational judgments, his initiative is tempered by a healthy dose of prudence. Mr. Keenan's writing is first rate; his prose is lean, often elegant, and always precise. I have admired his talents as a briefer. His presentations are balanced and detailed, often spiced with his engaging humor.

6. Mr. Keenan's tenure with the Ops Staff was a very intensive period. He normally worked an eleven-hour day and Saturdays as well. I take some pride in the fact that there never developed an antagonist relationship between the operating branches and the Ops Staff. Mr. Keenan deserves much of the credit for this. While often taking issue with branch positions and written work, he was unfailingly courteous, good humored, and helpful. His counsel was often sought on difficult problems.

7. A significant and time-consuming aspect of the Ops Staff's work concerned screening operational traffic for compliance with E.O. 11905 and ensuring that U.S. person strictures were scrupulously observed. I found Mr. Keenan's general knowledge in these areas unmatched among the non-lawyers of the Agency.

8. Mr. Keenan shared with me the responsibility for supervising the work of two operations officers and one secretary. He is an excellent supervisor who manages (despite the belief of some that it is not possible) to be both exigent and pleasant. He cares about people, and as noted in the previous Fitness Report, takes special interest in developing younger officers.

9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time-consuming DDO task force concerned with a threat against President Carter's life. He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

14-00000

CONFIDENTIAL

10. The Operations Staff was disbanded in early November as part of the Latin America Division reorganization. In recognition of his splendid performance on the Ops Staff, Mr. Keenan was made Chief of a combined Coordination/Plans Staff with a T/O of six. This staff will retain most of the coordination functions of the Ops Staff but not the line functions.

11. This is a splendid officer, certainly one of the most promising GS-15's in the Division. He clearly earned an Outstanding rating for the period under review.

Joseph Di Stefano
Deputy Chief,
LA Southern Region

Thomas J. Keenan

4 January 1978
Date

CONFIDENTIAL

COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against President Carter, I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDO, CI Staff and Secret Service on this important and seemingly never ending problem area. This involved a lot of extra hours work and had to be handled meticulously. He performed these responsibilities impeccably.

During the past year he made many contributions to the smooth functioning of the division. Not least among them was the fact that having fully familiarized himself with US laws, Executive Orders, regulations, notices, etc., which have increasingly affected our operations programs, he ensured that our operational business was always in meticulous compliance with the spirit as well as the letter of these seemingly myriad "don'ts." Similarly, we had to produce staff papers in a hurry, often synthesizing a great deal of detail or alternatively presenting a great deal of detail. Mr. Keenan saw that the job was accomplished on time and with good style.

Although he was the junior member of the three-man Operations Staff, on occasion he served as the Acting Chief. He handled the COPS function with his usual dedication and good judgment.

As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities and broaden his experience. He is one of our best GS-15 officers and has additional growth potential in the Clandestine Service. He is a good operations officer as well as a good staff officer and is qualified to manage one of our medium-size Latin America Division Stations.

14-00000

CONFIDENTIAL

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-15	DOB

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (CS.I)
Operations Officer, Ch	DDO/LA/MCA	Headquarters	X MOS. OF

11. TYPE OF APPOINTMENT

X CAREER	RESERVE	TEMPORARY
CONTRACT	SPECIAL	OTHER

12. TYPE OF REPORT

INITIAL	X ANNUAL	REASSIGNMENT	SPECIAL

13. REPORTING PERIOD (FROM-TO)	14. DATE REPORT DUE IN O.P.
1 Jan 76-31 Dec 1976	January 1977

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong Performance is characterized by exceptional proficiency.

O—Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 — RATING LETTER

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

SPECIFIC DUTY NO. 2 — RATING LETTER

SPECIFIC DUTY NO. 3 — RATING LETTER

SPECIFIC DUTY NO. 4 — RATING LETTER

SPECIFIC DUTY NO. 5 — RATING LETTER

SPECIFIC DUTY NO. 6 — RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 USE PREVIOUS EDITIONS

CLASSIFICATION

E2 IMPDET CL BY 056562

CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
8		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 March 1977	Deputy Chief, Latin America Division	George V. Lauder

2. BY EMPLOYEE

I HAVE [ ] OR HAVE NOT [X] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	4 April 77	

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is an exceptionally well-written and informative report on Mr. Keenan. I agree with all that is said about him. He is indeed one of our better GS-15 officers--alert, conscientious, well-balanced, articulate. He also has excellent judgement and good command presence. He has a good future in the Agency.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
7 APR 77	Chief, Latin America Division	Raymond A. Warren

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [ ] HAVE NOT [X] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE

CLASSIFICATION

CONFIDENTIAL

CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly Costa Rica, which has an active operational program, and the Guatemala Station, which also covers El Salvador, required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I was pleased by the rapidity with which Mr. Keenan got on top of his responsibilities and by the intelligence, thoughtfulness, energy and professional skills he displayed in carrying them out.

Mr. Keenan is an intense, thorough, common sense, sound officer who while quick witted, thinks problems through, sees the holes and takes steps to fill them. He does his home work and doesn't go off half-cocked; yet he gets the job done quickly. He tends toward the conservative side in making judgments. While he has a pleasant way with people, he has firm convictions, and he is articulate, very forthright but not offensive in expressing what is on his mind. A strong supervisor, he is on top of the activities of his unit, demands results, isn't afraid to be firm with his subordinates but is thoughtful and concerned about their welfare. He cares a lot about people and is interested in developing younger officers assigned to him. Because of these qualities, he was selected to be the Division's EEO officer when we needed a new one a few months ago. He has performed this role in his usual thoughtful and efficient fashion. He writes quickly and well. No one is more conscientious than he. He really cares about his job and tries to produce the best possible product. All in all, he was one of our best Branch Chiefs and deserves a solid "Strong" for his efforts.

In February 1977, one of the Deputy Chiefs of Operations jobs in the Division came open. Because of his demonstrated all around ability, personal qualifications and potential, he was selected from among the Branch Chiefs in the Division to fill that position. The job will broaden him and equip him for even more responsible posts in the field as either a Station Chief or for more senior positions at Headquarters. He is clearly one of our promising GS-15 officers.

George V. Lauder
Deputy Chief
Latin America Division

Thomas J. Keenan — Date 4/12/77

14-00000

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CHECK (X) TYPE
Chief of Station	DDO/LA/CAR	Kingston	HQS / OS

11. TYPE OF APPOINTMENT: X CAREER | RESERVE | CONTRACT | OTHER (Spec.) | TEMPORARY

12. TYPE OF REPORT: X ANNUAL | REASSIGNMENT | SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 January 1975 - 31 December 1975	January 1976

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: See attached memorandum	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION
SECRET

E2 IMPDET CL BY 007634

S[illegible] CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
20 April 1976	D/C/LA	/s/Raymond A. Warren

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
[ ] HAVE ATTACHED [ ] HAVE NOT ATTACHED	1 July 1976	/s/Thomas J. Keenan

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 April 1976	C/LA	/s/Richard S. Sampson

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	1 July 1976	/s/Thomas J. Keenan

CLASSIFICATION

SECRET

SECRET

20 April 1976

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan
1 January - 31 December 1975

From January to July of this reporting period Mr. Keenan finished his tour as Chief of Station, Kingston. In addition to himself there were two other case officers at the Station. Its total complement was 7 persons. Mr. Keenan entered the Army War College in July 1975.

During the last six months of his tour, the Station had three things going for it; a good access agent operation against the PRC target, a one-on-one relationship between a Station officer and a Cuban Embassy officer, and further development and exploitation of a member of the ruling political party. Of these the latter turned out to be the most worthwhile. This agent provided useful information on key political developments in the Jamaican government and the government party relating to its growing relationship with the Cuban government. The relationship with the Cuban officer turned out badly since the Cuban pitched the Station officer rather than vice versa. During this period the PRC access agent was most promising and was the best operation of its kind against the PRC that the Division had.

Mr. Keenan's relations with the Embassy during this period were good. No problems of any kind were noted. The operational environment continued bad due to the high incidence of crime.

Mr. Keenan is an able, experienced officer with good personal presence. He is measured in his operational approach and in his management style. He is a man of good judgment, has an agreeable personality and inspires confidence; he can be counted on to do a creditable job without a lot of fanfare.

In the last six months of his tour as Chief of Station, Kingston, I would rate his overall performance as "Strong."

Raymond A. Warren
Deputy Chief
Latin America Division

SECRET

E2 IMPDET
CL BY 009560

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan ~~had~~ departed Station Kingston/shortly after ~~by the time~~ I assumed charge of Latin America Division in May 1975. Therefore, I am not able to comment on his performance as Chief of Station, Kingston during the first five months of 1975. I would like to note, however, that Mr. Keenan served under me when I was Chief of Station, Bogota from 1965-1968 and I am acquainted with his personality and operational proficiency. On this basis, while I did not observe his performance as Chief of Station first hand, I generally concur with the Rating Officer's comments and overall performance evaluation of "Strong."

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing personality. He gets along well with his peers and subordinates and is respected by them. I have selected him to be Chief of the Mexican and Central American Branch which is one indicator of the confidence I have in his ability. This will be an excellent test of Mr. Keenan's administrative and managerial ability since this branch is one of our largest in Latin America Division.

R. S. Sampson

Richard S. Sampson
Chief
Latin America Division

I certify that I have seen all entries in this report.

Thomas J. Keenan (signed)

Date: [illegible] 1976

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (check one)
Chief of Station	DDO/LA/CAR	Kingston	HQS. / OF

11. TYPE OF APPOINTMENT: X CAREER / RESERVE / CONTRACT / OTHER (Spec.) / TEMPORARY

12. TYPE OF REPORT: X ANNUAL / REASSIGNMENT / SPECIAL

13. REPORTING PERIOD (from-to-): 1 July 1974 - 31 December 1974

14. DATE REPORT DUE IN O.P.: 31 January 1975

SECTION B — QUALIFICATIONS UPDATE

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SECTION C — PERFORMANCE EVALUATION

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P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 — RATING LETTER

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

SPECIFIC DUTY NO. 2 — RATING LETTER

SPECIFIC DUTY NO. 3 — RATING LETTER

SPECIFIC DUTY NO. 4 — RATING LETTER

SPECIFIC DUTY NO. 5 — RATING LETTER

SPECIFIC DUTY NO. 6 — RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION

SECRET

E2, IMPDET CL BY

(4)

CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
☐ HAVE ATTACHED ☐ HAVE NOT ATTACHED		

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan
1 July 1974 - 31 December 1974

Mr. Keenan took over as COS Kingston in September 1974. This is his first COS assignment. The Kingston Station is composed of 6 staff employees (including 2 communicators) and 1 contract employee for a total complement of 7.

As one of the principal Caribbean sources of bauxite, Jamaica is of importance to the U.S. The arbitrary taxes levied on the U.S. bauxite company in Jamaica has been a source of conflict between the two governments. There is a Cuban and Chinese presence in Jamaica. Perhaps the single most important factor affecting the environment and personal lives of our Station members is the very high level of crime in Kingston, especially rape.

In reviewing the past fitness reports none has yet been written specifically commenting on his performance as COS in Kingston. I will attempt to fill that gap with this one.

The Station has been changed from basically a liaison Station to a unilateral Station. Liaison has never been overly cooperative, but the present COS has continued to develop the liaison, and at the same time has moved out unilaterally. During the past year two access agents to the Chinese target have been recruited (one being among the best in the Division) and two access agents to the Cuban target. It has also acquired a penetration of the local service who is especially useful against the Chinese target. In addition, a surveillance team which was recruited in 1973 was developed and used to the extent possible. The Station has become more active than perhaps ever before in its history, with emphasis on the PRC and Cuban targets.

From the past we know that Mr. Keenan is an excellent officer with good operational instincts. After a year in Kingston as COS we now also see that he can perform as a manager. Upon his return from Kingston this year Mr. Keenan will attend the Army War College to continue his career development. I rate his overall performance as COS in Kingston as "Strong."

Raymond A. Warren
Deputy Chief
Latin America Division

E2 IMPDET
CL BY 009560

SECRET

14-00000

SECRET

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS BY REVIEWING OFFICIAL:

I concur in the evaluation of strong. It should be pointed out that Mr. Keenan has been operating under very difficult circumstances for which I am responsible. It was on my recommendation that he was pulled out of Lima for Kingston. I remembered this as a Caribbean paradise, but later found out that it was a most difficult situation--especially for someone like Mr. Keenan with a large family of small girls. Given this personal problem, it is understandable that Mr. Keenan did not perform in a more dramatic manner. He did quite well and will, I think, benefit from his upcoming war college stint.

David A. Phillips, Chief, LA Division

14 January 1975
Date

I certify that I have seen all entries in all sections of this report.

/s/Thomas J. Keenan
Thomas J. Keenan

HJKT-1902, 24 Jan 75
24 January 1975
Date

Copy sent to subject via HJKS-1120, 15 Jan 1975

SECRET

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	30	M	GS-14	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV OR OF ASSIGNMENT	9. CURRENT STATION	10. CODE
Chief of Station	DDO/WH/7	Kingston	HQS. / OF

11. TYPE OF APPOINTMENT: X CAREER / RESERVE / CONTRACT / OTHER (Spec.) / TEMPORARY

12. TYPE OF REPORT: ANNUAL / REASSIGN-MENT / X SPECIAL — Retirement supervisor

13. REPORTING PERIOD (from-to-): October 1973 - 30 June 1974

14. DATE REPORT DUE IN O.P.:

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 — Chief of Station, Kingston	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

24 JUN 1974

FORM 45 OBSOLETE PREVIOUS EDITIONS
9-73

CLASSIFICATION
CONFIDENTIAL

E2, IMPDET CL BY [signature]

14-00000

CONFIDENTIAL

FITNESS REPORT

NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.

SECTION A. GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-14	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION
Ops Officer, DCOS	DDO/WH/3	Lima, Peru

10. TYPE OF APPOINTMENT: CAREER / CAREER PROVISIONAL / RESERVE / CONTRACT / SPECIAL / TEMPORARY

11. TYPE OF REPORT: X ANNUAL / 21-MONTH / 30-MONTH / XX REASSIGNMENT / SPECIAL

12. REPORTING PERIOD (From-to-): 1 Nov 1972 - 14 Sept 73

13. DATE REPORT DUE IN O.P.:

SECTION B PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: DCOS	S
SPECIFIC DUTY NO. 2: ACOS	S
SPECIFIC DUTY NO. 3: Senior Station Case Officer	O
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

18 P

FORM 3-73 45N

CONFIDENTIAL

E-2 IMPDET CL BY 007622

(4)

CONFIDENTIAL

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This report is occasioned by Subject's early departure from Lima, before end of tour, to assume the duties of COS in Kingston, Jamaica. That fact alone attests the esteem in which he has been held by Hqs and, when the proposal for that assignment was made, also expressed once again by the rater.

Subject had not yet completed his first two years as a DCOS and this was his first crack at that level of responsibility. So his rise of late has been rapid, although of course it is based on abilities and experience developed and polished in the course of a number of tours overseas prior to his coming to Lima. These have all been spent in the Latin environment so the Caribbean will be for him a completely new world. This will be a healthy change for him and is managerially sound as well for the Station to which he is going.

As DCOS in Lima, Subject has shown a high order of operational soundness, administrative good sense, and a conscientiousness about his work that permitted COS to delegate without hesitation both specific problems in any area or even whole sections of Station activity (e.g. narcotics) for him to carry out or to supervise. Subject is a prudent man who thinks things through before acting. He weighs the pros and cons carefully, is quite CI-minded (an indispensible attribute in this semi-hostile climate), and then acts promptly. His judgment, while it tends to come down on the conservative side, is invariably soundly based. His periods of serving as Acting COS have been competently handled as well, always within his understanding of what the COS would want done if he were here.

As a supervisor, Subject has the right combination of patience and firmness when dealing with younger case officers who want to be off and running. He encourages their

/CONTINUED/

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
Not Dated o/a 10 Sep 1973	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
15		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
Not Dated o/a 10 Sep 1973	Chief of Station	/s/ Richard S. Welch

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is little more that can be added to this eloquent report. Mr. Keenan's exceptional characteristics and abilities and his fine performance as DCOS, Lima, an unusually active, busy station, have led to his present assignment as COS, Kingston. The rating officer has stated that Mr. Keenan's rise of late has been rapid and this is true. However, all that he has achieved he has worked very hard for and certainly earned; and despite the fact he has a youthful face and a somewhat boyish manner, he is not all that young in years, so the present grade and position are hardly inconsistent with his age. Viewing the record and this man's potential, there is every reason to expect that he will continue to progress up the managerial ladder at essentially the same pace we have seen in the last three or four years.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 November 1973	Chief, WH/Branch 3	Richard L. Conolly (signed) Richard L. Conolly

CONFIDENTIAL

SECTION C continued....

aggressiveness but at the same time enlightens them on the virtue of looking over their shoulder at who may be after them as well as on the advantages of doing their homework first. Usually the upshot has proved him right.

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to be had out of both. Each also had serious flap potential but there has been not a whiff of suspicion or of leakage.

Subject, as noted before, has a cherry exterior that covers a deeply serious person within. His easy and forthright manner has earned him friends in the official Embassy community and in the larger society as well. All respect his judgment, his seriousness about his work and the issues of our time, and his eminently decent family life. All of these qualities should go far to make his upcoming tour as a COS a success. We wish him well and expect in future to hear only good about him and his work.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	29 Jun 1930	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Deputy Chief of Station	DDP/WH/3	Lima

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify)

10. CHECK (X) TYPE OF REPORT: INITIAL / X ANNUAL / SPECIAL (Specify) / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 31 December 1972

12. REPORTING PERIOD (From- to-): 19 May 1972 - 31 October 1972

SECTION B — PERFORMANCE EVALUATION

- **U-Unsatisfactory** — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M-Marginal** — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P-Proficient** — Performance is satisfactory. Desired results are being produced in the manner expected.
- **S-Strong** — Performance is characterized by exceptional proficiency.
- **O-Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Deputy Chief of Station	S
SPECIFIC DUTY NO. 2: Acting Chief of Station	S
SPECIFIC DUTY NO. 3: Senior Station Case Officer	O
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

16 NOV 1972

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-69 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1

Reviewed by OP/SPD/EPB

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This fine officer has been DCOS in Lima for nearly a year now, his first crack at this level of responsibility. And for nearly two months of that he was Acting COS during an interregnum which was made easier for Hqs to accept at the time because of Subject's already acknowledged ability and operational judgment.

This officer has many laudable qualities. He was an established, painstaking professional with solid operational background. He has now demonstrated that he is also good at management, at keeping things moving, and at finding time for the little details that so often make the difference. He has a healthy respect for the opposition services (international and local) and weighs his operational decisions carefully in the light of their capabilities. In his present DCOS (and ACOS) responsibilities, he also shows excellent political judgment, knowing what will wash and what probably won't, what is acceptable risk (all things considered) and what is probably asking for trouble. A prudent officer, he looks before he leaps—or asks officers to.

This officer also has an amiable personality, warm and forthcoming with all the people he deals with - and deals with the more effectively as a result. This amiability (and the obvious decency and quiet integrity of the man) does not for a minute, however, get in the way of a good mind getting quickly to the bottom of whatever subject or problem may be before him. He is especially effective working with junior officers and subordinates, explaining the background /CONTINUED/

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
20 October 1972	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
20 October 1972		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
4	Chief of Station	/s/ Richard S. Welch

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur in the comments and ratings given in the basic report. There is little to add to what has been said above or previously about this officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 November 1972	Deputy Chief, WH Division	James E. Flannery

SECRET

SECRET

Section C continued......

of his decisions or analysis of the problem succinctly and tactfully.

Subject deserves the highest marks for his handling of several of the Station's problem cases, one a high level Government penetration considerably nervous about being an agent at all, another a foot-dragging egotist. Both of these important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BKCROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

Subject is, as would be expected, held in high regard by his LNFALL colleagues and also by his Peruvian acquaintances. He is also (if the above does not say it) held in very high regard by the rater, who finds his advice on operational and political issues sound and finds him a person to whom any problem can be delegated in full confidence it will be handled fast and well. It is a pleasure to work with him.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	29 Jun 1930	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Deputy Chief of Station	DDP/WH/3	Lima, Peru

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / ANNUAL / SPECIAL (Specify): / XX REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 January 1972 - 18 May 1972

SECTION B — PERFORMANCE EVALUATION

- **U-Unsatisfactory** — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M-Marginal** — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P-Proficient** — Performance is satisfactory. Desired results are being produced in the manner expected.
- **S-Strong** — Performance is characterized by exceptional proficiency.
- **O-Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Deputy Chief of Station and Acting Chief of Station in absence of the COS	S
SPECIFIC DUTY NO. 2: Supervision of Project covering penetration of government military services and principal political party of the opposition. Case officer for some of the agents in the project.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

15 Nov 73 [handwritten initials]

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS — SECRET

14-00000

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The narrative statement in the last Fitness Report on Subject (HPLT-6074, 10 Jan 72) is still largely valid. This individual has in all ways proven himself as a keen, mature operations officer, supervisor and Deputy Chief of Station. Upon my departure (18 May 1972) he will be in charge for approximately six weeks until the new COS arrives. I have every reason to believe that during this period his actions and decisions will reflect credit on the Station and the organization in general. He enjoys the complete confidence and support of all Station personnel and is well-prepared to successfully meet the challenges which lie ahead.

It has been a special pleasure knowing and serving with such an officer.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 May 1972	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
7		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 May 1972	COS	/s/ Stewart Burton

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The above represents the COS' end-of-tour rating of Mr. Keenan, and following fairly close on the heels of the previous fitness report, it adds little to the previous narrative.

Since the COS in Lima is physically located outside the Station area, Mr. Keenan's normal function is to serve as de facto chief of operations and office manager. With the COS' departure in May, Mr. Keenan was serving as Acting Chief of Station. He maintained the tempo of Station operations and activity under what have been for some time a rather hostile operational climate in Peru.

Continued.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 November 1972	Deputy Chief, WH Division	James E. Flannery

SECRET

SECRET

FITNESS REPORT, Reviewing Official's Comments - continued:

As probably is apparent from past fitness reports and other indicators, Mr. Keenan is considered one of the Division's officers who thus far has shown the drive and ability to move ahead of most of his age/class peers. His potential remains to be established.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	Keenan, Thomas J.
2. DATE OF BIRTH	29 June 1930
3. SEX	M
4. GRADE	GS-14
5. SD	D
6. OFFICIAL POSITION TITLE	Ops Officer DCOS
7. OFF/DIV/BR OF ASSIGNMENT	DDP/WH/3
8. CURRENT STATION	Lima, Peru
9. CHECK (X) TYPE OF APPOINTMENT	XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT	INITIAL; XX ANNUAL; REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE; SPECIAL (Specify)
11. DATE REPORT DUE IN O.P.	29 Feb 72
12. REPORTING PERIOD (From- to-)	1 October 1971 - 31 December 1971

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

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SPECIFIC DUTIES

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Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Deputy Chief of Station and Acting Chief of Station in absence of the COS	S
SPECIFIC DUTY NO. 2: Supervision of Project covering the penetration of government military services and principal political party of the opposition. Case officer for some of the agents in the project.	S
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.

Among his duties is that of supervising closely the activities of two junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advise and consultation and are learning much under his masterly tutelage.

Subject is also coordinating Station efforts to penetrate the military and is already achieving some positive results. A recent military recruitment was made by another officer closely assisted and encouraged by Subject. The latter is now handling this new source, which could well become one of the Station's most productive.

Subject has clearly demonstrated his managerial talent and acuity in the handling of funds and other resources. I would predict a most successful tour of duty for this fine officer in Lima and foresee marked progress toward Station operational objectives as a result of his presence.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE	SIGNATURE OF EMPLOYEE
7 January 1972	/s/ Thomas Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
7 Jan 72	COS	/s/ Stewart Burton

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steadying influence Mr. Keenan has exerted on two highly imaginative and active but relatively inexperienced Station members to which the COS alludes in his commentary. We too foresee a very successful tour for this talented officer and agree that the Station is indeed fortunate to have him present at this important time when operational prospects in Peru are so rapidly improving.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 February 1972	Deputy Chief, WH/3	Richard L. Conolly Richard L. Conolly

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.	2. DATE OF BIRTH: 29 Jan 30	3. SEX: M	4. GRADE: GS 14	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/3		8. CURRENT STATION: Bogota, Colombia	

9. CHECK (X) TYPE OF APPOINTMENT:
- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT:
- INITIAL
- X REASSIGNMENT SUPERVISOR
- ANNUAL
- X REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 April 1971 to 13 July 1971

SECTION B — PERFORMANCE EVALUATION

U–Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M–Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P–Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S–Strong Performance is characterized by exceptional proficiency.

O–Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Conduct Station REDTOP operations	S
SPECIFIC DUTY NO. 2: Agent handling	O
SPECIFIC DUTY NO. 3: Development of new contacts and recruitment	S
SPECIFIC DUTY NO. 4: Operational reporting and project management	O
SPECIFIC DUTY NO. 5: Supervise one case officer and intel assistant	S
SPECIFIC DUTY NO. 6: Liaison with other LNPURE components	S

3 Aug 1971

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS

SECRET

Reviewed by OP/SPD/PP

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.	2. DATE OF BIRTH: 29 Jun 1930	3. SEX: M	4. GRADE: GS-14	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH		8. CURRENT STATION: Bogota	

9. CHECK (X) TYPE OF APPOINTMENT

- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT

- INITIAL
- REASSIGNMENT SUPERVISOR
- XX ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 30 April 1971

12. REPORTING PERIOD (From- to-): 1 Jan 70 - 31 March 71

SECTION B — PERFORMANCE EVALUATION

U—Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M—Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P—Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong — Performance is characterized by exceptional proficiency.

O—Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Conduct Station REDTOP operations DE34	S
SPECIFIC DUTY NO. 2: Agent handling DE62	O
SPECIFIC DUTY NO. 3: Development of new contacts and recruitment DE15	S
SPECIFIC DUTY NO. 4: Operational reporting and project management	O
SPECIFIC DUTY NO. 5: Supervise one case officer and intel assistant	S
SPECIFIC DUTY NO. 6: Liaison with other LNPURE components DE40 28 APR 1971	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

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SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer has continued to give a uniformly strong or better performance during the rating period. Comments in his previous fitness report continue to apply. He has received slightly lower ratings for some specific duties in Section B only because he received a well-deserved promotion last year and now must be evaluated in comparison with other GS-14's. As can be seen from the rating, even at this new level we feel he is giving a fine performance in comparison with his new peers.

Although the Station cannot claim any breakthrough in the REDTOP field during the rating period, this officer's work continued high in quality and quantity. He added three new members to our stable of REDTOP access agents, developed an intensive target analysis program and improved our REDTOP reporting in general to the point where it has been commended by Headquartets. The most recent Hdqs evaluation stated: "The efforts against PTL Soviets show imagination and sound analysis, and reporting has improved greatly. The changes in the PTL are reasonable and the Station's support operations are well-tailored to provide information of use in programming human access to the Soviets on the PTL. Lastly, plans fr the next half-year are realistic. We are encouraged by the Station's unmistakablo positive attitude about the prospects of the effort against this difficult target." Working against this frustrating and difficult target, this officer has retained his (cont.)

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT and reviewing official's comments

DATE	SIGNATURE OF EMPLOYEE
12 April 1971	/s/ Thomas Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
12 April 1971	DCOS	/s/ Wallace Mills

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, in the Latin American environment some risks are acceptable which would not be tolerable in a situation where a higher degree of professionalism is mandatory. At times I have been in the anomalous position of approving an operation which Subject, perceptibly (cont)

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 April 1971	COS	/s/ /Dino J. Pionzio

SECRET

Continuation of Section C of Fitness Report on NIARCOS

enthusiasm, imagination and drive. He has built good photo and audio programs and a support mechanism which give us excellent coverage of the target. He has then gone further into analyses of individual targets. The groundwork has been laid methodically; what we lack is luck to recruit that most elusive of sources--a Soviet.

I have no doubt this officer has additional growth potential. He has unusual drive and motivation; he shows imagination with good judgment. He combines this with a broad background of experience in FI, CI and operational support work and excellent tradecraft. He should guard against a tendency to be over-cautious, but is intelligent, ambitious, perceptive, and has all the attributes necessary to do a good job in his next assignment as DCOS at a moderate-sized station. This will give him an opportunity to show adaptability in a major supervisory position.

This officer has high personal standards. One of his strongest characteristics is his decisiveness and ability to organize his time, recognizing priorities and accomplishing his work quickly. He never misses a deadline. His work is thorough but cuts through verbiage to the essentials. He accepts responsibility well and once an assignment is made can be depended upon to take care of it without further follow-up by the supervisor. He is mature in his attitude toward JKLANCE and both he and his family observe the highest standards of personal conduct. His wife, who is bi-lingual, adds considerably to his contact work. They are popular in the community. In sum, this employee is a proven case officer who is about to take on managerial responsibility; he has every qualification to do equally well in this field.

* * *

Continuation of Section D., Item 3. (Comments by Reviewing Official)

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, and sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

SECRET

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(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 020090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	06/29/30	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/3	Bogota

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-)

SECTION B — PERFORMANCE EVALUATION

- **U—Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M—Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P—Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.
- **S—Strong** Performance is characterized by exceptional proficiency.
- **O—Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Conduct Station REDTOP Operations	O
SPECIFIC DUTY NO. 2: Agent Handling	O
SPECIFIC DUTY NO. 3: Development of New Contacts and Recruitment	S
SPECIFIC DUTY NO. 4: Operational Reporting and Project Management	O
SPECIFIC DUTY NO. 5: Supervise one case officer and intel assistant	S
SPECIFIC DUTY NO. 6: Liaison with other LNPURE components	S

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

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Reviewed by OP/SPD/PPB

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer continues to make an outstanding contribution to the Station. The narrative comments of the previous fitness report continue to apply to this employee who, despite the well-known frustrations of work in the REDTOP field, has maintained his drive and enthusiasm and made considerable progress in developing our REDTOP program to the point where we are promptly aware of the movements and activities of MHHARSH personnel and now have a stable of access agents who are contributing regularly to our files of personality and vulnerability data on selected MHHARSH targets. The files which he has set up are a model of organization and thoroughness. He has drawn on all aspects of the Station's work and potential to build his program.

During the year this officer has either personally, or through his agents, recruited five new access agents. He located, staffed and organized a new observation post. He completed work on a complicated prospective audio installation which finally aborted, due to uncontrollable factors. Meanwhile he continued to improve the production of his existing agents and the organization and smooth operation of his small section. He has done a good job of guiding another officer in his first attempts at FI work. His reporting is exceptional, always timely and complete.

Of special note was the officer's progress in entertaining and developing a wide range of contacts in both the Colombian (continued)

SECTION D — CERTIFICATION AND COMMENTS

BY EMPLOYEE

1. I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
13 February 1970	/s/ Thomas J. Keenan

BY SUPERVISOR

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1970	Ops Officer	/s/Wallace A. Mills

BY REVIEWING OFFICIAL

3. COMMENTS OF REVIEWING OFFICIAL

I fully concur with the rater's evaluation. Subject is the strongest officer at this Station and is one of the best operations officers I have encountered in my 19 years with the organization. We call your attention to HLBT-4028, dated 25 February 1969, in which we strongly recommended that he be promoted promptly to GS-14. We reiterate this recommendation with some urgency. He will now be 40 years old in June and if we expect to keep officers of this caliber we must move them along. I am not aware that we are so rich in talent that we can afford the luxury of slighting officers who have the potential of Subject.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
...bruary 1970	COS	/s/ Dino J. Pionzio

SECRET

14-00000

Reviewed by OP/PD/EAB

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	06/29/30	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/3	Bogota

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
CAREER / RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	X	ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1968 -31 March 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong Performance is characterized by exceptional proficiency.

O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Conduct Station REDTOP Operations	O
SPECIFIC DUTY NO. 2: Assists COS as DeFacto Ops Chief	O
SPECIFIC DUTY NO. 3: Supervise one Intel Assistant	S
SPECIFIC DUTY NO. 4: Agent Handling	O
SPECIFIC DUTY NO. 5: Development of new contacts and Recruitment	S
SPECIFIC DUTY NO. 6: Operational Reporting	O

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

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SECRET

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

It is a pleasure to write a Fitness Report on this officer. Always a strong performer, Subject has continued to mature and improve during the reporting period. Early in the year he took over the Station's operational support team for several months, handling them extremely well, while developing a new team on the outside. In July he assumed primary responsibility for the Station's new REDTOP program and has done an outstanding job, of keeping abreast of REDTOP activities here and exploiting those opportunities which have occurred, despite a seriously understaffed section. At the same time he is continuing to direct one outside contract agent, service an audio operation and still found time to develop another particularly important new audio operation up to its final stages of implementation. These tasks reflect the Station's confidence in and reliance on Subject who is giving an overall outstanding performance.

Subject's greatest strengths are good judgement, enthusiasm, dynamism and an ability to grasp the major elements of any task and handle them quickly and intelligently. He is personable and mixes well. During the year he has made excellent progress in expanding his contacts throughout the Colombian community and selecting and developing those that can be ofuse to the Station. He is aided in this by his wife who is attractive, has excellent Spanish and is a great addition to his work.

Cont'd.....

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
4 Feb. 1969	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Ops Officer, DCOS	/s/ Wallace A. Mills

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

COS fully concurs with above appraisal. Subject definitely falls into the category of potential Chief of Station material. He has uncommon operational judgment, broad professional experience, a keen sense of priorities, handles people well and combines the unusual traits of being well liked yet firm. Devoted to his job he works long hours without diminishing his efficiency. Although respectful to his superiors he is decisive. An excellent family man he has no bad habits. His wife is of great assistance to him in his work. COS intends to recommend subject for promotion to GS-14 in the next cycle in the belief that men of subject's ability and potential should be brought along rapidly. He will be 39 years old next June and it is essential that he be made to feel that

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Chief of Station	/s/ Dino J. Pionzio

SECRET

Continuation of Fitness Report - Section C......

Subject accepts new responsibilities readily; he shows initiative and has imagination; he displays reasonable cost-consciousness, and reacts well to supervision. Above all, Subject is energetic, recognizes priorities, and gets things done.

This man is an outstanding officer who is enthusiastic concerning WOFIRM work, and should continue to be given additional responsibilities and the grades and titles that go with such responsibilities. Director of the REDTOP program in Bogota is a major step forward, but we have just completed the preparation stage. With the success we expect him to have during the remainder of his tour, Subject should be ready to assume a position as deputy chief of an equivalant Station. At this time there are no apparent limitations to Subject's prospects. In recognition of his outstanding performance and solid potential subject is strongly recommended for early promotion from GS-13 to GS-14.

Continuation of Fitness Report - Comments by Reviewing Official

he is progressing with our other outstanding officers in the same age group.

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	June 1930	M	GS-13	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/3	Bogota, Colombia

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
X CAREER; RESERVE; TEMPORARY	INITIAL; X REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	ANNUAL; REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 May 1968	1 January - 20 May 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Agent handling and exploitation	S
SPECIFIC DUTY NO. 2: Management of and guidance to two unilateral surveillance teams	S
SPECIFIC DUTY NO. 3: Operational management of project activities	S
SPECIFIC DUTY NO. 4: Operational (including contact) reporting	S
SPECIFIC DUTY NO. 5: Contact and Cultivation Activities	P
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 6-63 45 USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

11 32 AM '68

MAIL ROOM

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
14 May 68	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
11 months		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
14 May 68	Deputy Chief of Station	/s/ Paul VanMarx

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the letter rating of the rating officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 May 68	Chief of Station	/s/ Richard Sampson

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.	2. DATE OF BIRTH: June 1930	3. SEX: M	4. GRADE: GS-13	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT: WH		8. CURRENT STATION: Bogota	

9. CHECK (X) TYPE OF APPOINTMENT:
- XX CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT:
- INITIAL
- REASSIGNMENT SUPERVISOR
- XX ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 28 February 1968

12. REPORTING PERIOD (From- to-): 1 July-31 December 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Agent handling and exploitation	S
SPECIFIC DUTY NO. 2: Direction of Covert Action (propaganda) activities	S
SPECIFIC DUTY NO. 3: Operational management of project activities	S
SPECIFIC DUTY NO. 4: Operational, including contact, reporting	S
SPECIFIC DUTY NO. 5: Contact and cultivation activities	P
SPECIFIC DUTY NO. 6: 10 FEB [illegible]	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 4-66 45 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, unilateral surveillance team consisting of one principal agent and three foot surveillants and investigators; he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLIME programs in the press and student fields; he also gives guidance and additional on-the-job training to a contract agent of Venezuelan nationality who is used in recruitment approaches, the handling of out-of-town penetrations of subversive groups, and in a support capacity.

This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new surveillance and investigative team organized quickly. The direction he has given in the WOLIME field, where a reorganization was called for and is being carried out under his supervision and guidance, has been excellent, especially considering the fact that this is his first experience in the WOLIME field. The Venezuelan contract agent has carried out a number of recruitment pitches (including false flag ones) under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.

This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.

(Continued on annex)

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 5 February 1968	SIGNATURE OF EMPLOYEE: /s/ Thomas J. Keenan	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 7	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: XXXXXXXXXXXX	
DATE: 5 February 1968	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE: Paul Van Marx
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I concur with the narrative comments and numerical ratings given by the Rating Officer. I have found this employee to be a particularly mature case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5 February 1968	Chief of Station, Bogota	Richard Sampson

SECRET

14-00000

SECRET

Annex to Fitness Report

<u>Section C, continued</u>

He has demonstrated an excellent sense of cost consciousness.

This employee has a cheerful disposition and gets along well with his colleagues. His willingness to help out others certainly contributes to the smooth functioning and pleasant atmosphere at the Station. The only criticism, and a minor one indeed, is that this employee, with the many positive assets he has (including his wife who speaks fluent Spanish), could be more forceful in the field of developing new assets of operational interest to the Station.

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	Keenan, Thomas J.
2. DATE OF BIRTH	June 1930
3. SEX	M
4. GRADE	GS-12
5. SD	D
6. OFFICIAL POSITION TITLE	Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT	DDP/WH/FI
8. CURRENT STATION	HQ
9. CHECK (X) TYPE OF APPOINTMENT	XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT	INITIAL; XX ANNUAL; SPECIAL (Specify); REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.	31 January 1967
12. REPORTING PERIOD (From- to-)	1/66 - 12/66

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.	S
SPECIFIC DUTY NO. 2: Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.	O
SPECIFIC DUTY NO. 3: On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.	O
SPECIFIC DUTY NO. 4: Drafts guidances and other correspondence.	P
SPECIFIC DUTY NO. 5: Represents C/WH/FI in meetings and on committees.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 8-65 45 USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

FEB 15 11 05 AM '67

This officer's duties remained the same as during the previous rating period and he has continued to discharge with the same high degree of effectiveness, industriousness and cheerfulness. Now that he has been under my supervision for 16 months, I find my first impressions - reflected in last year's fitness report - confirmed to the effect that subject is a strong officer possessing all the necessary qualifications for exceptional growth potential.

In dealing with Branch personnel, who often are senior to him in grade, age and experience, subject conducted himself with great tact and discretion, yet with sufficient firmness to achieve the desired results. In reviewing the FI projects of the Division he has demonstrated that he has a good sense for values, an appreciation of counter-intelligence and security factors and a proper degree of cost consciousness.

Subject did an excellent job at the staff level and has kept well on top of a very heavy paper flow. He is well-disciplined in his personal and working habits without losing his sense of humor, inquisitiveness and enthusiasm. All in all, a very fine fellow to have next to you.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
31 January 1967	Thomas [signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
31 January 1967	C/WH/FI	Thomas Polgar [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This has my full concurrence. This officer has considerable potential.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 February 1967	WH/EXO	D. C. Marelius [signature]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.	29 Jun 30	M	GS-12	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/[redacted] FI	Headquarters

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-)
1 Jan - 31 December 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong Performance is characterized by exceptional proficiency.

O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.	S
SPECIFIC DUTY NO. 2: Reviews and analyzes FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.	S
SPECIFIC DUTY NO. 3: On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.	S
SPECIFIC DUTY NO. 4: Drafts guidances and other correspondence.	P
SPECIFIC DUTY NO. 5: Represents C/WH/FI in meetings and on committees.	S
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

21 DEC 1965

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SECRET

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

While Subject has been under my supervision only for the past three months, the following comments reflect also the opinion of the previous supervisor.

Mr. Keenan is an exceptionally strong officer. Following a successful tour in Mexico, he was assigned to the WH Division Staff in a capacity which required not only intelligence and a knowledge of operational procedures, but also a good measure of tact and perception in dealing with Branch personnel senior to him in rank and experience. Mr. Keenan adapted himself to the requirements of this assignment to our complete satisfaction.

Subject is industrious, fast in his work, and enthusiastic. Despite the inevitable demands of a large, young family, he has not permitted his domestic responsibilities to interfere with his official duties. His performance on temporary duty in the Dominican Republic merits special recognition.

The nature of a Headquarters staff assignment precludes spectacular achievements. The excitement and glamor which make field assignments challenging and rewarding are absent here. Instead, there is a routine and sometimes almost overwhelming flow of paper which has to be massaged and managed, dull as it may be. Many a young officer's motivation did not measure up to this test. Those officers who work on a desk or a staff as effectively and cheerfully as they do in the field are the ones who are likely to possess and develop the qualities needed for senior positions. Mr. Keenan is in this category. He has considerable growth potential.

[CERT]IFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
16 Dec 65	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
16 Dec '65	C/WH/PI	Thomas Polgar [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am not personally acquainted with this Officer's work. However, inquiries have borne out the rater's high regard for his work and prospects. I concur in full with this report.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
16 December 1965	WH/Executive Officer /or/ DC/WHD	Donald C. Marelius /or/ Jacob D. Esterline [signature]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.	June 1930	M	GS-12	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/P&O/A	Headquarters

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE
	CAREER-PROVISIONAL (See instructions - Section C)		
	SPECIAL (Specify):		

	TEMPORARY

10. CHECK (X) TYPE OF REPORT

	INITIAL	X	REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 January 1965	30 November-31 December 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong Performance is characterized by exceptional proficiency.

O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Reading in to CI work in WH and reading in to operational support (audio, surveillance, intercept) work in WH.	S
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

22 JAN 1965

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)   OFFICE OF PERSONNEL

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping [illegible] overall performance. State suggestions made for improvement of work performance. [illegible] on foreign language competence, if required for current position. Amplify or explain [illegible] given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Keenan has been only a month on the job but has pitched in so vigorously that he has made a more definite impression than would ordinarily be given one in a month's time. The work here and the cases he has been dealing with are unfamiliar to him but I have found him very quick to absorb a briefing, able to ask the right and most searching questions, and fast at absorbing the key elements of a case and defining the "problem" from reading of a case file.

He is in the process of learning his present job but he is learning quickly and I have developed a feeling of confidence in passing things to him to "look at" or to do. I have not seen enough of his writing to ~~make a~~ judgment of his analytical ability or of the clarity with which he can put ideas forward.

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas post. I feel he shows the qualities and interest (and has the experience from his time in Mexico) to work against our hard and serious targets: the Soviet and their collaborators of the bloc, and I suggest his future be pointed in that direction. He can learn a great deal about work against these targets in his current position.

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
31 December 1964	Thomas J. Keenan

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
1		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 December 1964	C/WH/PO/A	John Horton

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1965	Deputy Chief, WHD	[illegible signature]

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	29 June 1930	M	GS-10	
6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer	DDP WH 3		Mexico	

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / X ANNUAL / SPECIAL (Specify): / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-): 1 Oct. 1961 to 30 September 1962

SECTION B PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (CS-13) career agent.	S
SPECIFIC DUTY NO. 2: Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 agents.)	S
SPECIFIC DUTY NO. 3: Responsibility for sensitive double agent operation targeted against the Soviets.	P
SPECIFIC DUTY NO. 4: Responsibility in Mexico for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an SW link with the agent during those periods he is not in Mexico.	S
SPECIFIC DUTY NO. 5: Alternate (to COS) Case Officer for a LAURICLE project of continuing importance; also alternate Case Officer (to DCOS) for two important support projects.	P
SPECIFIC DUTY NO. 6: Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.	P

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

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SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's duties and responsibilities as an Operations Officer are characterized by managerial and supervisory responsibility for several important operations. Although subject's grade (GS-10) is considerably below that of all other Station Operations Officers, it is noted that his duties, responsibilities and authority are comparable to those possessed by officers with two to four grades higher rank.

Subject is a mature, competent, conscientious and thoroughly dependable officer who always performs his assignments in an excellent manner and willingly assumes responsibilities which are usually associated with officers of higher rank.

Subject does not have any significant weaknesses. His command of the Spanish language is entirely adequate for most operational needs and is continually improving.

Based on subject's personal qualifications, his past performance and his very weighty and important operational responsibilities, it is strongly and urgently recommended that subject be promoted to at least GS-11 and that serious consideration be given to a double promotion to GS-12.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
15 Nov 62	/S/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
15 Nov 62	Chief of Station	/S/ Winston M. Scott

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Records & Services Division
Office of Personnel

SUBJECT: State Department Promotion of Thomas J. Keenan

1. The Department has informed this office that effective 5 August 1962 subject employee was promoted from FSS-10, $6450 to FSS-9, $6695.

2. Request this notice be placed in the official folder of the employee concerned.

[signature]

Chief, Central Cover Group

cc: Operating Component Compensation
and Tax Accounts Branch

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
26090

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KE[illegible]AN	Thomas	J.	29 June 1930	Male	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
FI (Career)	Ops Officer	WH/III/MEXI

8. CAREER STAFF STATUS

	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From – To
30 November 1961	1 Dec 60 – 30 Sept 61

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1 Assistant Case Officer in supervision of sensitive technical operation involving approximately 30 persons	7
SPECIFIC DUTY NO. 2 Case Officer for operation covering instructing and directing a REDCAP candidate	7
SPECIFIC DUTY NO. 3 Alternate Case Officer for LAURICLE Project	7
SPECIFIC DUTY NO. 4 Alternate Case Officer for surveillance operation	6
SPECIFIC DUTY NO. 5 Alternate Case Officer for technical project supporting overall Station operations	6
SPECIFIC DUTY NO. 6 Case Officer for double agent operation	7

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 6

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							X
							X

SEE SECTION "E" ON REVERSE SIDE

FORM 2-59 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

OFFICE OF PERSONNEL MAILROOM
Oct 25 2 32 PM '61

Subject, a Case Officer at this Station since 3 February 1960, continues his outstanding performance in assignments normally handled by a Case Officer of a considerably higher grade.

Subject carries out his assignments with a minimum of supervision and is very willing to accept responsibilities of any type assignment to him.

Subject is rated very highly in Section B of this Fitness Report and this has been done because Subject has earned these ratings in his own right and in comparison with the work done by other Case Officers at this Station.

It is strongly recommended that Subject be given special consideration for promotion. It would be unfortunate for KUBARK to lose a man of this calibre through neglect of his career promotions. In addition to this superior work, Subject is the head of a family of six (6). As a result of his low salary, he is relegated to an inferior standing in the local society, based upon what a man can acquire through his earnings. Subject's contacts and currently high standard operations require that he spend and appear to be making considerably more than he is currently paid by KUBARK. It would seem unreasonable for KUBARK to expect a man of this calibre to make high level contacts and yet not be able to represent himself as a man in the economic level which his responsibilities represent.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
10 October 1961	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
20 Months	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	Case Officer	/s/ Frank R. Estancona

3. BY REVIEWING OFFICIAL

XX	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

I would strongly recommend that this officer be given an immediate promotion.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	WH Division Chief of ~~Station~~	/s/ J C King

SECRET

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14-00000

SECRET
(When Filled In)

FITNESS REPORT

3 JAN 1961

EMPLOYEE SERIAL NUMBER: ✓

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
Keenan	Thomas	J.	29 June 1930	Male	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
FI (Career)	Intelligence Officer	WHD/3

8. CAREER STAFF STATUS

NOT ELIGIBLE	X	MEMBER		DEFERRED	
PENDING		DECLINED		DENIED	

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE
	SPECIAL (Specify)		

10. DATE REPORT DUE IN O.P.:

11. REPORTING PERIOD: From Feb. 1960 To Dec. 1960

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1: Asst. Case Officer in Supervision of sensitive technical operation involving approx. 30 persons	7	NO. 4: Alternate Case officer for surveillance operation	6
NO. 2: Case officer for operation covering, instructing and directing a REDCAP candidate.	6	NO. 5: Alternate Case officer for technical project supporting overall Station operations.	6
NO. 3: Alternate Case officer for LAURICLE Project	7	NO. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 6

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

14-00000

SECRET OFFICE OF PERSONNEL
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is a young, aggressive Case Officer assigned to this Station since 3 February 1960. Prior to his assignment to this post, he was a JOT. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desireability, difficulty or the project;s time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.

It will be noted that Subject is rated very highly in Sections B, C and D. These ratings are well earned by Subject in his own right and are even more pronounced when considered in respect to the performance of other more senior officers at this Station.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
19 December 1960	/s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
10 months.	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
19 December 1960	IO/FI	/s/ Frank R. Estancona

3. BY REVIEWING OFFICIAL

- X I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
19 December 1960	Chief of Station	/s/Winston M. SCOTT

SECRET

DEPARTMENT OF STATE
FOREIGN SERVICE INSTITUTE
LANGUAGE PROFICIENCY REPORT
ACHIEVEMENT RATING

NAME: KEENAN, Thomas J.
AGENCY: Army — GRADE: GS-9
PLACE: FSI, Washington, D.C. — DATE: 1-10-60

LANGUAGE COURSE: Spoken Spanish
DATES COVERED BY COURSE: FROM 9-21-59 TO 1-5-60

CLASS HOURS PER WEEK	LENGTH OF COURSE	AMOUNT COMPLETED	NO. OF CLASS HOURS COMPLETED	NO. OF LAB HOURS COMPLETED
30	16 WEEKS ___ MONTHS	15 1/2 WEEKS ___ MONTHS	408	

COURSE MATERIAL	NO. OF UNITS TO COURSE	NO. OF UNITS COMPLETED
FSI Spanish - Basic Course	60	45
COURSE MATERIAL	NO. OF UNITS TO COURSE	NO. OF UNITS COMPLETED

OTHER MATERIALS COMPLETED: Special program

EVALUATION: A. EXCELLENT B. VERY GOOD C. GOOD D. FAIR E. POOR

SPOKEN LANGUAGE

PRONUNCIATION	A	B	$\cancel{C}$	D	E	VERSATILITY	A	$\cancel{B}$	C	D	E
GRAMMATICAL ACCURACY	A	B-	C	D	E	COMPREHENSION	A	$\cancel{B}$	C	D	E
ASSIMILATION OF VOCABULARY	A	B	$\cancel{C}$	D	E	OVERALL FLUENCY	A	B-	C	D	E
CONTROL OF FIXED UTTERANCES	A	$\cancel{B}$	C	D	E						

WRITING SYSTEM

SIGHT READING OF MATERIAL COVERED	A	B	C	D	E	AIDED READING OF NEW MATERIAL ON NEXT LEVEL	A	B	C	D	E
SIGHT READING OF NEW MATERIAL ON SAME LEVEL	A	B	C	D	E	GENERAL COMPREHENSION	A	B	C	D	E

GENERAL ACHIEVEMENT RATING

NATURAL LANGUAGE APTITUDE	A	B	$\cancel{C}$	D	E	APPLICATION	$\cancel{A}$	B	C	D	E
MOTIVATION	$\cancel{A}$	B	C	D	E	OVERALL ACHIEVEMENT	A	B-	C	D	E

NO. OF STUDENTS IN CLASS	STANDING OF STUDENT IN CLASS	ATTENDANCE OF STUDENT
11	lower third	[X] REGULAR [ ] IRREGULAR

REASON(S) FOR IRREGULAR ATTENDANCE

TO ACHIEVE MINIMUM ABSOLUTE RATING OF S-3 AND R-3 (SEE REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED

REVIEWED BY: Frank A. Rice
Head, Language Testing Unit

RATED BY: David A. Griffin
Linguistic Scientist

(see reverse side)

LANGUAGE PROFICIENCY REPORT
ABSOLUTE RATING

Washington, D.C.

REMARKS:

*Rating based on classroom performance.

RECOMMENDATIONS:

ABSOLUTE CATEGORIES

[illegible]

Testing Unit

Linguistic Scientist

SECRET
(When Filled In)

OCT 1959

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KEENAN, Thomas J.	29 June 1930	~~Fe~~male	GS-9

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Ops Officer	DDP/WH/III/C-A/DO

8. CAREER STAFF STATUS

	NOT ELIGIBLE		MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD
31 October 1959	From 25 Jan 59 To 30 Sep 59

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.
No. 1: Prepare draft replies for Stations' operational guidance.	4
No. 2: Process project renewals.	5
No. 3: Lend Stations operational support.	4
No. 4: Contact other Headquarters components in assisting the Stations operations.	5
No. 5: Process FOA's and OA's for Costa Rica and Nicaragua and make necessary followups.	5
No. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS					X		
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):						X	

SEE SECTION "E" ON REVERSE SIDE

FORM 8-03 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

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14-00000

SECRET
(When Filled In)

OFFICE OF PERSONNEL

DEC 2 17 PM '59

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This individual is alert, conscientious and readily takes [illegible] MAIL ROOM [illegible] and accomplished his objectives with thoroughness and dispatch. He is a valuable asset and gets on well with his co-workers. He [illegible] of being a sound intelligence officer. He shows no weaknesses.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6 months	This employee has been in training since 21 September 1959.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
30 September 1959	Ops Officer-[illegible], Ops A	Walter Frantz (signed) Walter Frantz

3. BY REVIEWING OFFICIAL

	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
1 Oct 1959	C/MI/TST	(signed) Robert K. Dahlgren

SECRET

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING	NAME	OFFICE	MALE	FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.

% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE (100 – 80 – 60 – 40 – 20 – 0)	APTITUDE CATEGORY	% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE (0 – 20 – 40 – 60 – 80 – 100)
88%	1.	93%
80%	2.	80%
72%	3.	68%
63%	4.	52%
53%	5.	37%
43%	6.	23%
33%	7.	13%
22%	8.	5%

Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL ·

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 year or more)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR WRITING	SPEAKING

DATE	SIGNATURE OF CHIEF, A & E STAFF
	[illegible]

NOTE: This report may be shown to the individual concerned.

FORM 1673

14-00000

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

1. Statement of Transfer

Junior Officer Trainee Thomas J. Keenan has been reassigned from the T/O of the JOT Program to the T/O of WH Division effective 25 January 1959. Following is a summary of the accomplishments of Mr. Keenan while he was a Junior Officer Trainee.

2. Basis for Selection by JOTP

Keenan came to the Agency on the JOT Program at GS-7 on 20 May 1957. He received his B.A. in History from Marquette in 1953. He spent four years in the Navy as a Lieutenant. He was a Commo officer, having supervision of thirty men. His high motivation - he turned down an 18 month training program with IBM - coupled with his fine personal attributes, made him appear to be a good JOT candidate.

3. Formal Training

After EOD Keenan attended IOC from 27 May to 21 June 1957, receiving two Excellent evaluations. From 24 to 28 June he was on interim assignment in FBID. He attended ITC from 1 to 28 July where he earned three Excellent grades. From 28 July to 23 August he was assigned on an interim basis to WE/Spain. From 26 August to 27 September he was registered in a special TSS course. He gained good ratings. After an interim assignment to the CI Staff for one month Keenan was attached for on-the-desk training to WH/1 on 8 January 1958. In March he entered the Operations Course, where he continued until 7 June. In this course he received four high satisfactory and two medium satisfactory grades.

4. On-the-Desk Training

On-the-desk training for Keenan in WH/1 was largely as assistant to the desk CS and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

[redacted]

5. Evaluation of the Subject's Training

Keenan's evaluations in formal training have been uniformly commendatory. The ITC instructors found that "although he was a bit slow in adjusting to the requirements of the course, during the last two weeks he showed definite progress...his final briefing was excellent...pleasant young man, interested and cooperative...gives promise of being a sound intelligence officer". In the OC his work was good - "performance was highly satisfactory...in face-to-face practical exercises he was effective...acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods".

On the desk he proved to be "intelligent, alert, conscientious...enthusiastic and imaginative...gets on well with his co-workers and takes a healthy point of view toward his assignments. His motivation is high".

6. JOTP Opinion of the subject.

Keenan has always made a good impression. He has worked diligently, has made for the smooth operation of the Program, and has received commendation from his supervisors on the desk. It will be very surprising if Keenan does not prove to be a solid, effective officer who will make good progress in the Clandestine Services.

Matthew Baird

MATTHEW BAIRD

59-1-7K-366c

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEENAN, Thomas J.	29 June 1930	M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: OTR/JOTP	6. OFFICIAL POSITION TITLE: JOT		

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7	20 February 1958	20 May 1957 - 20 February 1958

10. TYPE OF REPORT (Check one): [X] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

- [ ] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.
- [X] THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.
- [ ] I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.
- [ ] IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
- [ ] I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles (signature)	C/JOTP/TR

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Cont.	(initials)	(date)
Reviewed by	(initials)	2/20/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman (signature)	DDTR

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 4

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

14-00000

SECRET
(When Filled In)

OFFICE OF PERSONNEL

FEB 13 3 03 PH '58

MAIL ROOM

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Training Courses	5		
SPECIFIC DUTY NO. 2	**RATING NUMBER**	**SPECIFIC DUTY NO. 5**	**RATING NUMBER**
Research on Communist Party Activities	5		
SPECIFIC DUTY NO. 3	**RATING NUMBER**	**SPECIFIC DUTY NO. 6**	**RATING NUMBER**

C. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has proved to be intelligent, alert, conscientious. He takes on new tasks readily and accomplishes his objectives with minimum supervision. He is enthusiastic and imaginative. He gets on well with his co-workers and takes a healthy viewpoint toward his assignments. His motivation is high.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work at about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY ... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEENAN, Thomas J.	29 June 1930	M	ST

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
OTR/JOTP	JOT

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-7	20 February 1958	20 May 1957 - 20 February 1958

10. TYPE OF REPORT (Check one): X INITIAL; ANNUAL; REASSIGNMENT-SUPERVISOR; REASSIGNMENT-EMPLOYEE; SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles [signature]	C/JOTP/TR

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman [signature]	DDTR

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 5

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

BY DATE [initials] 2/11

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [ ] Yes [ ] No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
0	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
0	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
0	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		OTHER (Specify)

FORM NO. 45 (Part II) REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE. SECRET Potential (4)

OFFICE OF PERSONNEL

FEB 13 3 08 PM '58

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

eight

4. COMMENTS CONCERNING POTENTIAL

Subject is at present highly motivated and will undoubtedly remain so if he is given challenging work to do. He is equipped intellectually and emotionally to do fine work if his motivation remains. His potential for a good Agency career is high.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject is at present attached to WH/3 for on-the-desk training for approximately a year prior to an overseas tour.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL.
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES.	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	3	18. IS PERSISTENT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ACCEPTABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

TRAINING REPORT

OFFICE OF TRAINING

FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (026000) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

a) The EEO Program and reasons for its existence;

b) A supervisor's responsibility in implementing the program;

c) The procedures for processing EEO complaints;

d) The Agency's past record and the Agency's Affirmative Action Plans; and

e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

Donald R. Heady
DONALD R. HEADY
Course Administrator

14-00000

KEENAN, THOMAS J.

TRANSFER OR DISCHARGE DATA

13. CHARACTER OF SERVICE

EFFECTIVE DATE: DAY 11

SELECTIVE SERVICE DATA

18. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE: NOT AVAILABLE

20. DATE INDUCTED

Commandant [illegible] Naval District

SERVICE DATA

22. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION — ENLISTED (First Enlistment) / ENLISTED (Prior Service) / REENLISTED / OTHER: Commissioned [illegible]

DATE OF ENTRY

27. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State)

28. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County and State): 42 [illegible] Follett St., Fond du Lac, Wis.

29. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER: ———

STATEMENT OF SERVICE	YEARS	MONTHS	DAYS
CREDITABLE FOR BASIC PAY PURPOSES (1) NET SERVICE THIS PERIOD	3	0	0
(2) OTHER SERVICE	0	5	13
(3) TOTAL (Line (1) + Line (2))	3	5	13
b. TOTAL ACTIVE SERVICE	3	4	1
c. FOREIGN AND/OR SEA SERVICE	0	0	0

31. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED: National Defense Service Ribbon

Register's Office, Fond du Lac County, Wis. Received for record [illegible] 15 day of [illegible] A.D. 1956 at 10:30 o'clock [illegible] and recorded in Vol. [illegible] of [illegible] on page 57. [illegible] Register of Deeds

32. WOUNDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FORCES: NONE

33. SERVICE SCHOOLS OR COLLEGES, COLLEGE TRAINING COURSES AND/OR POST-GRADUATE COURSES SUCCESSFULLY COMPLETED

SCHOOL OR COURSE	DATES (From - To)	MAJOR COURSES
NONE	XXXXXXXXXXXXXXX	

34. OTHER SERVICE TRAINING COURSES SUCCESSFULLY COMPLETED: [illegible], UCMJ; Leadership; Shipboard Comm.; Gen. Communication; Security Classified Matter

VA DATA

35. GOVERNMENT LIFE INSURANCE IN FORCE: [illegible] 10,000 (Free)

AMOUNT OF ALLOTMENT: N/A

MONTH ALLOTMENT DISCONTINUED: N/A

VA CLAIM NUMBER: C - N/A

AUTHENTICATION

37. REMARKS: "I certify that the information entered in item 28 is correct to the best of my knowledge and belief."

PR 209 [illegible] #165 11/7/56.

[illegible], LT JG USN [illegible]

DD FORM 214

ARMED FORCES OF THE UNITED STATES

For convenience, a Certificate of Eligibility No. [illegible] has been issued by the Veterans Administration to be used for the future request of any Guaranty or Insurance Benefit under Title 38, United States Code that may be available to the person to whom this separation paper was issued.

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME LAST (Print) 7-24	FIRST	MIDDLE
026090	KEENAN	THOMAS	J.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 56, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
10	29	76	11	11	76	2			WESTERN HEMISPHERE	911

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. LA 21-77

DOCUMENT DATE/PERIOD 10/29- 11/11/76

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
X C & L DIVISION, CIOR.	DATE 1/17/77	SIGNATURE Mike Manango
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

FORM 6-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

14-101

(10)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME (Print) 7-24 LAST	FIRST	MIDDLE
026090	KEENAN	THOMAS	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 38, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA (1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION) CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
11	04	76				1			GUATEMALA	300

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA (2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION) CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
✓ CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
GUAT 19966 IN090210	4 NOV 76

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
C & L DIVISION, CTRG.	DATE 11-5-76	SIGNATURE [signature] X2007
C & V DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 4-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

☒ UNCLASSIFIED	☐ CONFIDENTIAL	☐ SECRET

DEPUTY DIRECTOR FOR OPERATIONS

ROUTING SHEET

TO:

	ACTION	INFO	DATE	INITIALS
1 DDO				
2 ADDO				
3 C/PLANS				
4 C/OPS				
5 C/SS				
6 C/CCS				
7 C/CI				
8 C/AF				
9 C/DCD				
10 C/DIVD				
11 C/EA				
12 C/EUR				
13 C/FR				
14 C/NE				
15 C/...				
16 C/LA ET-3 C/LA/MCA for Keenan	X		13 JUL 1976	[initials]
C/PERS — Cy filed				

SUSPENSE DATE Cy sent OTR

REMARKS:

The attached compliments, including a "thank you" from DDCI, are for Mr Keenan. Pls. see that they get into his file.

Congratulations!

Thanks,

[initials]

SIGNATURE: EA/DDO

DATE: 13 Jul 76

FORM 3671 USE PREVIOUS EDITIONS 4-75 (40)

DDO

DCI/DDCI
Routing Slip

TO:

		ACTION	INFO			ACTION	INFO
1	DCI			11	LC		
2	DDCI			12	IG		
3	S/MC			13	Compt		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDM&S			16	Ex/Sec		
7	DDO	X		17	D/Pers (for OPF)		x
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE ____________
Date

Remarks:

Please add my thanks to Mr. Keenan for a job well done.

E H Knoche
~~DCI~~/DDCI

14-00000

DEPARTMENT OF THE ARMY
US ARMY WAR COLLEGE
CARLISLE BARRACKS, PENNSYLVANIA 17013

Executive Registry
76-2746

76-4568

IN REPLY REFER TO:

Office of the Commandant

15 JUN 76

Mr. George Bush
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steadying approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he audited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderie with his military colleagues

from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

Sincerely,

DeWITT C. SMITH, JR
Major General, USA
Commandant

14-00000

DEPARTMENT OF THE ARMY
US ARMY WAR COLLEGE
CARLISLE BARRACKS, PENNSYLVANIA 17013

Executive Registry
76-3746

#43716 76 452

Office of the Commandant

23 JUL 76

Mr. George Bush
Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steadying approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

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from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

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Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

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Sincerely,

DeWITT C. SMITH, JR
Major General, USA
Commandant

CONFIDENTIAL

SE TRAINING REPORT	SOVIET/EAST EUROPEAN OPERATIONS COURSE No.		
STUDENT Keenan, Thomas J.		YEAR OF BIRTH 1930	GRADE GS-15
EOD DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28

COURSE OBJECTIVES

To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities.

ACHIEVEMENT RECORD

This is a certificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:

[signature]

SE Plans & Training

FORM 12-74 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

E-2. IMPDET CL BY: 066687 (04.49)

14-00000

ADMINISTRATIVE
Internal Use Only

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

FILE PUNCHED BY

SERIAL NO. 1-6	NAME: LAST (Print)	FIRST	MIDDLE
026090	Keen...	James	J.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S Month 25-26	Day 27-28	Year 29-30	DEPARTURE O/S Month 31-32	Day 33-34	Year 35-36	TYPE OF DATA: 1 - PCS (Basic), 2 - CORRECTION, 3 - CANCELLATION — CODE 37	O/P USE ONLY 38-39	COUNTRY	CODE 40-42
			07	04	75	1		Jamaica	370

TDY DATES OF SERVICE

ARRIVAL O/S Month 25-26	Day 27-28	Year 29-30	DEPARTURE O/S Month 31-32	Day 33-34	Year 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION — CODE 37	O/P USE ONLY 38-39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: IN 625200

DOCUMENT DATE/PERIOD: 4 July 1975

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
SCO		
C & L DIVISION, CTEO.	DATE: 7/15/75	SIGNATURE: [signature]
✓ C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET - ROGER CHANNEL
XXXXXXXXXXXXXXX (When Completed)

00

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

I.

OFFICER BEING RATED Chief, SRF Thomas S. Keenan	POST Kingston, Jamaica	
POSITION Special Assistant to the Ambassador	GRADE FSR-5	AGENCY
RATING PERIOD July 3, 1975	DATE OF REPORT August 15, 1975	
SIGNATURE OF REPORTING OFFICER Sumner Gerard	TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER	TITLE	

II. EVALUATION OF PERFORMANCE

[X] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [X] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [ ] Yes [X] No Officer left the post before preparation.

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

The incumbent is a quiet, low-key, but highly energetic and competent professional officer in his chosen field. He has discharged the responsibilities of his first more or less independent command in an outstanding way. His manner is always crisp and efficient, and as nearly as I can determine, he runs a tight ship while at the same time commanding both the affection and respect of his staff. His manner towards me has invariably been responsive and supportive. Given the inherent difficulties of the relationship, I have deliberately put pressure on him from time to time to determine his reactions. As a result, I am confident he has been fully candid with me and has shared any information which might be relative to my concerns and activities. We have been passing through a particularly difficult phase in Jamaican-US relations, in which the slightest misstep by any US Government agency, but particularly by the incumbent and his people, could have been seized upon to possibly embarrass this mission and the US Government. The incumbent has been sensitive to these dangers, has consulted with me at every turn and has taken whatever steps are possible to reduce the risk while still meeting basic requirements.

Beyond his professional specialty, the incumbent has been an important part of our Embassy family. As a member of the Country Team, he has always offered his views when asked if he felt he had a contribution to make, and I have often found them to be most helpful. He has also served as the mission's representative on the Board of the Priory School which most mission children attend. As such, he has made an

important contribution to the morale and well-being of the Embassy family and American community. Both he and his family have invariably been forthcoming with regard to community projects, and they will be sorely missed.

I expect that the incumbent will benefit from his year at the Army War College, and anticipate that he will be ready for assignments of substantially greater responsibility thereafter. I would hope he would be given serious consideration for promotion to the next higher grade as an early opportunity, and I have little doubt that he will eventually rise to the highest professional levels of his agency. It would give me pleasure to work with him again.

14-00000

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FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE	DATE (from item 5-1)	NAME OF SUPERVISOR	DATE (from item 5-2)
Thomas J. Keenan	26 Aug 74		
DATE RECEIVED AT HEADQUARTERS	DISPATCH NUMBER	DATE RECEIVED BY CAREER SERVICE	HOME BASE COMPONENT
10 September 1974	HJKT-1801		WH

DATE OF BIRTH	SERVICE DESIGN	CURRENT POSITION AND GRADE	STATION OR BASE	CURRENT COVER
29 June 30	D	COS, Kingston GS-15	Kingston	

TO BE COMPLETED BY EMPLOYEE

1A. DATE OF PCS ARRIVAL IN FIELD	1B. REQUESTED DATE OF DEPARTURE	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
14 Sep 73	14 Sep 75	15 Sep 75	1 Nov 75

2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

7 Dependents (39, 17, 16, 15, 14, 13, 11)

3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during their formative teen age years.

4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form):

Chief of Station with responsibility for liaison with senior level of local service, as well as with Country Team and other representatives of U.S. Government agencies. Direction of Station's operations and administrative functions. Running of unilateral operations particularly against Chinese, Cuban, and local government targets.

5. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.

FORM 202 OBSOLETE PREVIOUS EDITIONS

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14-00000

SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

6A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT.

Operations supervisory position in Headquarters or training assignment as noted in item 5 above. A rotational assignment which would broaden my professional experience would be welcomed at Headquarters.

6B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 OR 4 (for 1st, 2nd, 3rd and 4th choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

[3] EXTEND TOUR ______ MONTHS AT CURRENT STATION TO ______ (DATE)

[1] BE ASSIGNED TO HQS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR

[2] BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

[4] RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.

TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT:

10. EMPLOYEE NOTIFIED BY DISPATCH NO. ~~HJKS-1096~~ DATED ~~1 Oct 1974~~
CABLE NO. ______ DATED ______

CAREER SERVICE REPRESENTATIVE ______ DATE ______

SECRET

14-00000

SECRET
(When Filled In)

FILE PUNCHED BY

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
026090	KEENAN	THOMAS	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38-39	COUNTRY	CODE 40-42
09	14	73					1		JAMAICA	370

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38-39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
X	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: KN45 18650

DOCUMENT DATE/PERIOD: 9/15/73

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
ECO. / C & L DIVISION, CTBG. / C & F DIVISION	DATE 11/6/73	SIGNATURE Thomas E [signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 8-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

14-00000

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
Thomas J. Keenan	9 Oct. 70	Wallace A. Mills	9 Oct. 70

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:
15 Oct. 1970	HLBT 4677	5 MAR 1971

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
29/6/30		Ops Officer, GS-14	Bogota	LNCUFF

6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
30 July 1969	20 Aug 1971	28 Aug 1971	29 October 1971

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total, 7 dependents: Ages 36,13,12,10,9,8,6

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

Soviet operations, support operations

10. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

Clandestine services review, Mid-career, short reports writing courses

FORM 202 OBSOLETE PREVIOUS EDITIONS

SECRET

(4)

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☐ EXTEND TOUR ______ MONTHS AT CURRENT STATION TO ______ (DATE)

[2] BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE. 1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

[1] BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION 1ST CHOICE Buenos Aires 2ND CHOICE Lima 3RD CHOICE San Jose

[3] RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

The Station heartily endorses this employee's preference statement in [se]ction 11 above. This man is an experienced, professional and highly motivated officer who has now proven his ability many times over. In the interest of his own continued development as well as that of the organization he merits consideration for assignment as a DCOS at a moderate-sized station or a very senior executive position in a large one.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Mr. Keenan has been approved per DDP 26 Feb 1971 for assignment as Deputy Chief of Station, Lima.

DATE 4 Mar 71 TITLE C/WH/Pers SIGNATURE H. L Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. ______ DATED: ______

CABLE NO. ______ DATED: ______

CAREER SERVICE REPRESENTATIVE: ______ (Signature) DATE: ______

SECRET

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO:
Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
1-6	LAST (Print)	FIRST 7-24	MIDDLE
026090	KEENAN	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH 25-26	DAY 27-28	YEAR 29-30	MONTH 31-32	DAY 33-34	YEAR 35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	38	39		CODE 40-42
			09	14	73		1			PERU	570

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH 25-26	DAY 27-28	YEAR 29-30	MONTH 31-32	DAY 33-34	YEAR 35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	38	39		CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER	X	DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: HPLT-6764

DOCUMENT DATE/PERIOD: 9/14/73

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
C D L DIVISION, CTRS.	DATE	SIGNATURE
X C & T DIVISION	10/3/73	[signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE	SD
Thomas J. Kernan GS-14	D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT
Kingston, Jamaica

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS X

B. NONSTANDARD TOUR OF DUTY OF ______ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

OPERATING OFFICIAL
[signature] AC/WH/Pers

C. NONSTANDARD TOUR OF DUTY OF ______ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

REQUESTED (Memo attached)
OPERATING OFFICIAL

CONCUR
CAREER SERVICE | DEPUTY DIRECTOR

APPROVED
DIRECTOR OF PERSONNEL

III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY DWELLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS (or WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR WAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

FORM 3154 REPLACES FORM 0114, (2-66) WHICH IS OBSOLETE
6-70

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(12-21-37)

CONTINUED ON THE REVERSE

14-00000

SECRET
(When Filled In)

5. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)

FULL ADDRESS

Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner

APPROVED

DEPUTY DIRECTOR	DATE

6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5)

FULL ADDRESS

Voting registration
42 E. Follette St.
Fond du Lac, Wisconsin

CONCUR

DEPUTY DIRECTOR	DATE
(signature)	10/3/73

APPROVED

DIRECTOR OF PERSONNEL	DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION PER ITEM 7 ABOVE

FULL ADDRESS

42 E. Follette St.
Fond du Lac, Wisconsin

RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

Father and Mother

APPROVED

DEPUTY DIRECTOR	DATE
(signature)	10-2-73

10. DESIGNATION PER ITEM 8 ABOVE.

FULL ADDRESS

CONCUR

DEPUTY DIRECTOR	DATE

APPROVED

DIRECTOR OF PERSONNEL	DATE

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE	DATE
(signature)	Sept 27, 73

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if DA)	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
Thomas J. Keenan	1 Feb 1973	Richard S. Welch	1 Feb 1973

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:
9 February 1973	HPLT-6460	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
29 Jun 30	D	DCOS, GS-14	Lima, Peru	LNBUZZ

6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
XX 30 Sept 71	1 Aug 1974	20 Sept 1974	20 Sept 1974

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7: Ages 38, 16, 15, 13, 12, 11, 9

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

DCOS and senior ops officer

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

14-00000

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

In Field: DCOS at large Station or COS at smaller Station.

At Hqs : Rotational assignment to another component or Deputy Branch Chief in WHD

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

[1] EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974 (DATE)

[2] BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE. 1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

[3] BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION. 1ST CHOICE Buenos Aires 2ND CHOICE Caracas 3RD CHOICE Rio de Janeiro

[ ] RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Concur in Subject's extension here as DCOS until August 1974. He is doing an effective job at this level and the extra time at it will be good for both his growing capabilities and for the Station's operational program.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH Division concurs in Mr. Keenan's request for a ten month extension of his current tour to 1 August 1974. He was notified of this approval by HPLS-3216.

DATE 29 Mar 73 TITLE C/WH/Pers SIGNATURE [signature]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. HPLS-3216 DATED: 14 Feb 73

CABLE NO. ______ DATED: ______

CAREER SERVICE REPRESENTATIVE: ______ (SIGNATURE) DATE: ______

SECRET

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME (Print) 7-24 LAST	FIRST	MIDDLE
026070	Kieran	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
09	30	71				1			Peru	570

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION — CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
/	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 435675

DOCUMENT DATE/PERIOD 30 Sept 1971

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCR		
/ C & L DIVISION, CTDO.	DATE 1/3/72	SIGNATURE [illegible]
/ C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 4-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(40-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE PUNCHED BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME (Print) LAST	FIRST 7-26	MIDDLE
026090	Keenan	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 80, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION; CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
			07	30	71	1			Columbia	150

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION; CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 16741 | DOCUMENT DATE/PERIOD 21 July 1971

REMARKS

PREPARED BY		
OLO / C & L DIVISION, CTOS. / C & T DIVISION	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED.
	DATE 8/12/71	SIGNATURE [signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas Office: WH

Grade : 14

COURSE OBJECTIVES, CONTENT AND METHODS

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each pariticpant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

6 JUL 1971

ALAN P. WHITE DATE

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE	SD
Thomas J. Keenan	D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT
Lima, Peru

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS X

B. NONSTANDARD TOUR OF DUTY OF ________ MONTHS PREVIOUSLY APPROVED PER HR 20-10.

OPERATING OFFICIAL: [illegible signature]

C. NONSTANDARD TOUR OF DUTY OF ________ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. *(See HR 20-13)*

REQUESTED *(Memo attached)*
OPERATING OFFICIAL

CONCUR
CAREER SERVICE | DEPUTY DIRECTOR

APPROVED
DIRECTOR OF PERSONNEL

III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL *(as prescribed in HR 22-3)* NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY DWELLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS (OR WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO, STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

CONTINUED ON THE REVERSE

SECRET
(When Filled In)

5. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)		6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5)	
FULL ADDRESS 2125 Greenwich Street Falls Church, Virginia		FULL ADDRESS	
		CONCUR	
		DEPUTY DIRECTOR	DATE
APPROVED		APPROVED	
DEPUTY DIRECTOR [signature]	DATE 6-24-71	DIRECTOR OF PERSONNEL	DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION PER ITEM 7 ABOVE		10. DESIGNATION PER ITEM 8 ABOVE.	
FULL ADDRESS 42 E. Follette Street Fond du Lac, Wisconsin		FULL ADDRESS	
		CONCUR	
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT Father		DEPUTY DIRECTOR	DATE
APPROVED		APPROVED	
DEPUTY DIRECTOR [signature]	DATE 6-24-71	DIRECTOR OF PERSONNEL	DATE

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE	DATE
[signature]	6/22/71

SECRET

14-00000

CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 4 ALSO COMPLY WITH HHB 20-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
Keenan	Thomas	John	395-26-2991

1. MARITAL STATUS *(Check one)*

	SINGLE	X	MARRIED		SEPARATED		DIVORCED		WIDOWED		ANNULLED

IF MARRIED, PLACE OF MARRIAGE	DATE OF MARRIAGE
Jamestown, Rhode Island	23 June 1956
IF DIVORCED, PLACE OF DIVORCE DECREE	DATE OF DECREE

2. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, State, Zip Code)	TELEPHONE NO.
Margaret Jane		

NAMES OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
Mary Margaret		F	6 Oct 57
Kathleen Ann		F	16 Sep 58
Thomas John Jr.		M	19 May 60
Sheila Elizabeth		F	19 Aug 61
Patricia Jean		F	11 Sep 62
Carol Jane		F	7 May 63

NAME OF FATHER (or male guardian)	ADDRESS	TELEPHONE NO.
Francis William Keenan	42 East Follette St, Fond du Lac, Wisc. 54935	414 921-4483
NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
Rosella Veronica Keenan (McGmay)	Same as father	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS *(HB 22-15)*. SPECIFY NAMES AND RELATIONSHIPS.

NAME	DATE OF BIRTH	RELATIONSHIP
NA		

4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
Mr. Francis William KEENAN	Father
HOME ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	HOME TELEPHONE NUMBER
Same as above	
BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION
None	

IS THE INDIVIDUAL NAMED ABOVE KNOWING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)	YES	X
	NO	
IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) My wife, Margaret Jane Keenan	YES	
	NO	X
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	YES	X
	NO	

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

FORM 61 [illegible]

CONFIDENTIAL

(4)

CONFIDENTIAL
(When Filled In)

5. VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

State Department Credit Union, Thomas J. Keenan
First Virginia Bank, Joint with Margaret J. Keenan

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [ ] NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [ ] YES [ ] NO. *(If "Yes" where is document located?)*

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?
[ ] YES [X] NO. *(If "Yes" give name(s) and address)*

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. *(If "Yes", who possess the power of attorney?)*

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

Note: My brother-in-law, John Walsh has been named executor in both the will of my wife and my will. He is in possession of one copy of our latest wills. He is witting of my agency affiliation.

7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY
(No Approval Required)

RESIDENCE WHEN EMPLOYED *(Full Address)*	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 20-3 *(Full Address)*

8. CHANGE IN PERMANENT PLACE OF RESIDENCE *(See HR 20-3)*
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OF PERSONNEL *(When applicable per HR 20-3)*	DATE

SIGNED AT	DATE	SIGNATURE

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14-00000

1070

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
KEENAN	THOMAS	JOHN	395-26-2991

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
42 E. Follette St, Fond du Lac, Wisc	
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE	**HOME-LEAVE RESIDENCE**
FALLS CHURCH (FAIRFAX COUNTY), VIRGINIA	Fond du Lac, Wisconsin

2. MARITAL STATUS (Check one)

	SINGLE	X	MARRIED		SEPARATED		DIVORCED		WIDOWED		ANNULLED

IF MARRIED, PLACE OF MARRIAGE	DATE OF MARRIAGE
JAMESTOWN, RHODE ISLAND	23 June 1956
IF DIVORCED, PLACE OF DIVORCE DECREE	**DATE OF DECREE**
IF WIDOWED, PLACE SPOUSE DIED	**DATE SPOUSE DIED**

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

3. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)	TELEPHONE NO.	
MARGARET JANE (WALSH) KEENAN	2125 GREENWICH ST, FALLS CHURCH, VA.	532-1738	
NAMES OF CHILDREN	**ADDRESS**	**SEX**	**DATE OF BIRTH**
MARY MARGARET	SAME	F	6 Oct '57
KATHLEEN ANN	SAME	F	16 Sep '58
THOMAS JOHN, JR.	SAME	M	19 May '60
SHEILA ELIZABETH	SAME	F	17 Aug '61
PATRICIA JEAN	SAME	F	11 Sept '62
Carol Jane	SAME	F	7 May '64
NAME OF YOUR FATHER (Or male guardian)	**ADDRESS**	**TELEPHONE NO.**	
FRANCIS W. KEENAN	42 E. Follett St, Fond du Lac, Wisc.	WA 1-4483	
NAME OF YOUR MOTHER (Or female guardian)	**ADDRESS**	**TELEPHONE NO.**	
Rosella V. McGRAY	42 E. Follett St, Fond du Lac, Wisc.	WA 1-4483	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.
WIFE, FATHER, MOTHER.

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
KEENAN MARGARET JANE	Wife
HOME ADDRESS (No., Street, City, State, Zip Code)	**HOME TELEPHONE NUMBER**
2125 GREENWICH ST., Falls Church, VA	532-1738
BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	**BUSINESS TELEPHONE & EXTENSION**
NONE	

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)	YES	X
	NO	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	YES	X
	NO	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	YES	X
	NO	

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM 1-61 64 USE PREVIOUS EDITIONS

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9. VOLUNTARY ENTRIES
Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.
INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED. Falls Church Bank, Falls Plaza Branch, Falls Church, Va Savings & Checking Accts Joint with wife.
ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO
IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [X] NO
HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [ ] YES [X] NO. (If "Yes" where is document located?)
HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? [ ] YES [X] NO. (If "Yes" give name(s) and address)
HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. (If "Yes", who possess the power of attorney?)
4. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT	DATE	SIGNATURE
Washington D.C.	14 Mar 63	[signature]

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FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if 34)	DATE (from item 5-L)	NAME OF SUPERVISOR (true)	DATE (from item 8-2)
Thomas J. Keenan	25 Nov. 1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER: HLBT-3912	DATE RECEIVED BY CAREER SERVICE: 10 Dec 68	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
29 June 1930		Ops Officer, GS-13	Bogota	LNPURE

6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
28 June 1967			

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7 dependents: Ages- 34, 11, 10, 8, 7, 6, 4

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

Soviet, Communist Party, Audio and Support type operations.

10. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

Clandestine Services Review, Short report writing review course

FORM 202

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to continue Operation Officer work but with opportunity of acquiring greater experience in a supervisory capacity.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (*for 1st, 2nd, and 3rd choice*) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

[2] EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

[4] BE ASSIGNED TO HDQTRS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

[3] BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

[1] RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Fully concur in subjects request to return to station for a second tour. He is the most valuable officer in the station and is laying the ground work for operations that will require an additional tour to bring to full fruition. His wish to acquire greater supervisory responsibilities is not only entirely reasonable but desirable from the WOFIRM point of view. He has already

(contd on attached sheet)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

WH recommends Mr. Keenan be approved for home leave in June 1969, followed by a second tour in Bogota.

DATE 10 Dec 68 TITLE C/WH/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT: Advised [illegible]

15. EMPLOYEE NOTIFIED BY DISPATCH NO. [illegible] DATED:

CABLE NO. DATED:

CAREER SERVICE REPRESENTATIVE: (SIGNATURE) DATE:

14-00000

SECRET

Continuation of FRQ - Jeremy L. NIARCOS - (Section 12)

demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject's advice greatly.

SECRET

14-00000

SECRET

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:
- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
KEENAN Thomas John	June 29, 1930	395 36 2991
EMPLOYING DEPARTMENT OR AGENCY 026090	LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance — [X] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance — [ ] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance — [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB," THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)
[signature]

DATE
February 15, 1968

FOR EMPLOYING OFFICE USE ONLY
(official receiving date stamp)

[illegible stamp]

See Table of Effective Dates on Back of Original

SECRET

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-T
JANUARY 1968
[illegible]

14-00000

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(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (CPR 20-6-1 dated October 1961) for ensuring that all employees processing PC to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan — Signature

14 March 67 — Date

THOMAS J. KEENAN

CONFIDENTIAL
(When Filled In)

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan

THROUGH : Chief, WH Division

THROUGH : Deputy Director for Plans

SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.

3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR
Recorder
Honor and Merit Awards Board

Distribution:
Orig - Addressee
1 - C/WH
1 - D/Pers Reader Chrono/OPF
1 - Sec't, HMAB
1 - Recorder, HMAB

14-00000

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE: 19 April 1966

The Honor and Merit Awards Board having considered a recommendation that:

NAME: (LAST)	(FIRST)	(MIDDLE)	POSITION TITLE
KEENAN,	Thomas	John	Operations Officer

PRESENT GRADE	OFFICE ASSIGNED TO	STATION
GS-12	DDP/WH	Santo Domingo, Dominican Rep.

BE AWARDED: Certificate of Merit

☐ FOR HEROIC ACTION, ON

☒ FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

☒ APPROVES THE RECOMMENDATION ☐ DISAPPROVES THE RECOMMENDATION

☐ APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:

CITATION: **UNCLASSIFIED**

Mr. Thomas J. Keenan is hereby awarded the Certificate of Merit to recognize his sustained superior performance as assistant to the principal officer in handling matters of great complexity in an over overseas area. In the face of overwhelming pressures, Mr. Keenan demonstrated uncommonly good judgment and decisiveness in channeling resources toward the accomplishment of operational assignments, thereby helping to attain Agency objectives during a period of turmoil.

(Recommendation approved by DD/P on 16 March 1966)

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED

/s/ Richard Helms

DIRECTOR OF CENTRAL INTELLIGENCE

24 MAY 1966

DATE

SIGNATURE: /s/ Robert S. Wattles

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: ROBERT S. WATTLES

SIGNATURE: /s/ Robert M. Gaynor

TYPED NAME OF RECORDER: ROBERT M. GAYNOR

FORM 8-62 382 USE PREVIOUS EDITIONS. (4)

14-00000

SECRET
(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.	2. NAME (LAST-FIRST-MIDDLE)	3. TYPE CHANGE (A=ADD, C=CHANGE, D=DELETE)	CODE	4. LANGUAGE DATA PRIOR TO TEST: LAN. CODE	R	W	P	S	U	I/T	YEAR
026090	Keenan, Thomas John										

5. LANGUAGE DATA AFTER TEST: LAN. CODE	R	W	P	S	U	I/T	YEAR	6. DATE TESTED	7. DATE OF BIRTH	8. GRADE	9. OFFICE OR DIVISION
								08/04/65	06/29/30	12	WH

NOTICE TO PERSON TESTED

10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN SPANISH (NEW WORLD) EL18 (NAME OF LANGUAGE) AND YOUR TEST SCORES ARE AS FOLLOWS:

READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING
+	+	E	E	I

TEST RATINGS: 0 = ZERO, S = SLIGHT, E = ELEMENTARY, I = INTERMEDIATE, H = HIGH, N = NATIVE

11. REMARKS

11/26/65

12. SIGNATURE

13. LD NUMBER
10674

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS (10-45) **SECRET** GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1 - OP/QAB

SECRET
(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
< 2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH (MO DA YR)	5. DATE CODED (MO DA YR)	
		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE: BASE CODE	R	W	P	S	U	T	YR
< 3		3-LETTERS								

5. DATE SUBMITTED (MO DA YR)	6. DATE OF BIRTH (MO DA YR)	
		WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO-LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME (3-LETTERS)	4. CODE (C-A-D)	5. LANGUAGE DATA BEFORE TEST: BASE CODE	R	W	P	S	U	T	YR
< 5	Ø26Ø9Ø	KEE	C	BL18	1	E	E	1	H	4	62

6. LANGUAGE DATA AFTER TEST: BASE CODE	R	W	P	S	U	T	YR	7. DATE OF TEST: MO	DA	YR	
BL18	1	E	E	E	1	4	65	Ø8	Ø4	65	DATA FOR ITEMS 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME
< 4		3-LETTERS

ENTER UNDER "TYPE" -
A - ADDITION TO RECORD
C - CHANGE TO EXISTING RECORD
D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1 BASE	1	2	3	YR	CODE # 2 BASE	1	2	3	YR

FORM 10-64 1962a

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-51)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567307 JUN 7 65

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST (Print)	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	7-24			25-26
026090	Keenan	Thomas	J.	WH 3/

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	DAY	YEAR	DEPARTURE MONTH	DAY	YEAR	COUNTRY	UNIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DAY	YEAR	RETURN MONTH	DAY	YEAR	AREA(S)	UNIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	2	04	30	65	05	28	65	WH	3//

SOURCE OF RECORD DOCUMENT

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	X REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
X C.S. DIVISION	DATE	SIGNATURE
C.A.T. DIVISION	4 June 65	[signature]

FORM 10-64 1451a USE PREVIOUS EDITION.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-10)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE LAST (Print)	FIRST 7-24	MIDDLE	OFFICE/COMPONENT 25-26
26090	KEENAN	THOMAS	J	51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE 27	ARRIVAL MONTH 28-29	ARRIVAL DAY 30-31	ARRIVAL YEAR 32-33	DEPARTURE MONTH 34-35	DEPARTURE DAY 36-37	DEPARTURE YEAR 38-39	COUNTRY	OMIT 40-42
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1	02	03	60	10	05	64	MEXICO	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE 27	DEPARTURE MONTH 28-29	DEPARTURE DAY 30-31	DEPARTURE YEAR 32-33	RETURN MONTH 34-35	RETURN DAY 36-37	RETURN YEAR 38-39	AREA(S)	OMIT 40-42
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
X	OTHER (Specify) Retiree Payroll Information		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
1400 C	30 Nov. 1964

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION C & T DIVISION	DATE	SIGNATURE

FORM 10-64 1451a USE PREVIOUS EDITION.

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-101

14-00000

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MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

Signature
THOMAS J. KEENEY

30 November 1964
Date

CONFIDENTIAL
(When Filled In)

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. (1-6)	NAME OF EMPLOYEE (Print) (7-24): LAST	FIRST	MIDDLE	OFFICE/COMPONENT (25-26)
26090	KEENAN	THOMAS	J	51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL: MONTH	DAY	YEAR	DEPARTURE: MONTH	DAY	YEAR	COUNTRY	UNIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	[illegible]	[illegible]	[illegible]	07	31	62	MEXICO	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE: MONTH	DAY	YEAR	RETURN: MONTH	DAY	YEAR	AREA(S)	UNIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER	X	DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
HMM-T-3009	8/24/62

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
X FINANCE DIVISION	9/26/62	[signature]

FORM 4-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(8-19)

14-00000

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6): 2000
2. I.D NO.: 928
3. NAME (7-24) LAST / FIRST / MIDDLE: Keenan, Thomas J.
4. OFFICE OR DIVISION: WH
5. LANGUAGE: Spanish
6. LANG. CODE (25-27): 120
7. DATE OF TEST (46-51): June 13, 1952
8. ANNIVERSARY DATE: --
9. GRADE: 10
10. DATE OF BIRTH: June 29, 1920
11. REASON FOR TAKING TEST: XX APPLY FOR AWARD / ESTABLISH SKILL LEVEL
12. TEST SCORES

READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
I	I	I	I	II

13. ELIGIBILITY (39): X A / M / NA
14. TYPE OF AWARD: ACHIEVEMENT (A) / MAINTENANCE (M): A — ELEMENTARY (E) / INTERMEDIATE (I) / HIGH (H): (I-I) — READING (R), SPEAKING (S) / COMPREHENSIVE (C) — BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V): D
15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ 37.50 (40-45)
SIGNATURE / DATE

REMARKS

17. I CERTIFY THAT FUNDS ARE AVAILABLE
OBLIGATION REG. NO. / CHARGE ALLOTMENT NO.
SIGNATURE

FORM 1273 5-60 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

14-00000

DISPATCH

DISPATCH	CLASSIFICATION: SECRET/RYBAT	DISPATCH SYMBOL AND NO.: HMMA-2320 - RYBAT #1766
TO: Chief, WH Division		HEADQUARTERS FILE NO.
FROM: Chief of Station, Mexico City		DATE: 13 October 1961
SUBJECT: Annual Fitness Report - [redacted]		MARKED FOR INDEXING / NO INDEXING REQUIRED / INDEXING CAN BE JUDGED BY QUALIFIED HQ. DESK ONLY
ACTION REQUIRED: See paragraph 2 below		
REFERENCE(S)		

1. Forwarded herewith is Subject's Annual Fitness Report.

2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

Willard C. CURTIS

12 October 1961

Attachment:
As stated

Distribution:
3 - WHD, w/att
2 - Files

215

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/RYBAT

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE LAST (Print) FIRST 7-24 MIDDLE	OFFICE/COMPONENT 25-26
26090	KEENAN, THOMAS J.	46

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE 27	ARRIVAL MONTH 28-29	ARRIVAL DAY 30-31	ARRIVAL YEAR 32-33	DEPARTURE MONTH 34-35	DEPARTURE DAY 36-37	DEPARTURE YEAR 38-39	COUNTRY	UNIT 40-42
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1	02	03	60				MEXICO	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE 27	DEPARTURE MONTH 28-29	DEPARTURE DAY 30-31	DEPARTURE YEAR 32-33	RETURN MONTH 34-35	RETURN DAY 36-37	RETURN YEAR 38-39	AREA(S)	UNIT 40-42
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER	✓	DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD:

REMARKS:

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
TYPIST INITIALS	DATE 9-20-66	SIGNATURE [signature]
REFERENCE DIVISION		

FORM 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

Standard Form No. [illegible]
CHAPTER [illegible] F.P.M.
6 GAO 5000

HEALTH BENEFITS REGISTRATION FORM 400

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. [illegible])

CERTIFICATE NUMBER: 077723

PART A
ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST)	(FIRST)	(MIDDLE INITIAL)	2. DATE OF BIRTH (Month / Day / Year)	3. Are you now married?
KEEHAN	Thomas	J.	6 / 29 / 30	YES [X] 1 / NO [ ] 2

4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZONE NUMBER) (STATE)

5. SEX: MALE [X] 1 / FEMALE [ ] 2

6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [ ] NO [X]

7. Place an "X" in proper box to show your annual basic salary range.
UNDER $4,000 [ ] 1
$4,000 TO $5,999 [ ] 2
$6,000 TO $9,999 [X] 3
$10,000 OR OVER [ ] 4

PART B
FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER
Association Benefit Plan	High	4 2 2

If enrollment is for self only, answer item 1. If enrollment is for self and family, also answer item 2 and item 3 if it applies.

2. In space below list all eligible family members without exception. List your wife or husband first; then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband: Margaret J.	12-20-34	1			6
Mary Margaret	10-6-57	2			7
Kathleen Ann	9-16-58	3			8
Thomas J., Jr.	5-19-60	4			9
		5			10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES [ ] NO [ ]

PART C
FILL IN THIS PART IF YOU ELECT NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]

2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]

3. The reason for my election is (Place an "X" in proper box):
(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
(b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
(c) Any other reason. [ ] 3

PART D
FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.
2. Number of event which permits change (See table on back of last page for proper number)
3. Date of event which permits change: MONTH / DAY / YEAR

PART E
ALL WHO REGISTER MUST FILL IN THIS PART.

[illegible] 13 May 1960

(SIGNATURE OF EMPLOYEE OR ANNUITANT) (DATE)

WARNING.—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F
TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE
2. DATE RECEIVED IN EMPLOYING OFFICE: [illegible]
3. EFFECTIVE DATE OF ELECTION: [illegible]
4. PERSONNEL OFFICE [illegible]
5. [illegible]

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL

REMARKS
FOR USE ONLY BY ANNUITANTS AND AGENCY

[illegible]

U.S. GOVERNMENT PRINTING OFFICE

1073

SECRET

Supplement to Staff Employee Personnel
Action for Integration of Thomas J. Keenan
Effective 6 January 1960

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-9- $6135 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 6 January 1960. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FSS-10 and salary of $5540 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently ____________. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half percent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.

e. A portion of your annual and all of your sick leave which has accrued to your credit at the time of your integration shall be transferred to your cover facility. The remainder of your annual leave will be held by this organization in escrow pending the completion of your integration. If the sum of your accumulated annual leave with your cover facility and this organization exceeds the maximum accumulation entitlement afforded you under the regulations of this organization, the excess will be forfeited. If possible, such forfeiture will be accomplished by reducing the leave credit in your escrow account with this organization. While integrated, you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration, your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including income taxes withheld by your cover facility.

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY [signature]
Personnel Office

ACCEPTED:

[signature]
Thomas J. Keenan

FORM 1535

SECRET
(When Filled In)

(1-6)	
126090	**LANGUAGE DATA RECORD**

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30)		
	MONTH	DAY	YEAR
KEENAN, Thomas John	June	29	1930

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)			5.
	MONTH	DAY	YEAR	
000	March	27	1958	X I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION. 23

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-215, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
27 March 1958	[illegible signature]
(46)	(47)

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

Name:		Sex	Dates of Course:	No. of Students
KEENAN, Thomas John		M	3 Mar. - 27 June 58	27
Date of Birth:	EOD Date:		Grade or Rank:	Office:
24 June 1930	20 May 1957		GS-7	OTR/JOTP
Projected or Present Position (from Request for Training dated 16/10/57				
Junior Officer Trainee				

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

	FAIL	POOR	LOW SAT	MID SAT	HIGH SAT	EXC	SUP
1. Agent Acquisition and Management				X			
2. Interviewing					X		
3. Cover					X		
4. Clandestine Communications					X		
5. Reporting				X			
6. Project Management					X		
7. Clandestine Service Operations FI/CI/PP					X		

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Services Operations were just short of excellent. In face-to-face practical exercises he was effective, and was one of the best students of the class in a ZOMBIE agent-recruitment exercise. In simpler, controlled interviewing and debriefing sessions he was more effective than in exercises requiring more subtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

FOR THE DIRECTOR OF TRAINING

Ernest W. Sparks

Chief Instructor, Operations Course

Spencer L. Taggart

Chief/Field Training

14-00000

S-E-C-R-E-T

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

NAME	DATES OF COURSE
KEENAN, Thomas J.	18 - 22 November 1957
STAFF OR DIVISION	PRESENT POSITION
CSR JOTP	JOT

I. Course Objectives: increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.

II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CE officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on methods. Course content is as follows:

A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DD/P to the intelligence community, the CI Staff

B. Foreign intelligence services: includes brief treatment of liaison

C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.

D. CI operations: types, basic principles, examples

E. Panel discussion (questions and summary)

III. Certification of Course Completion

Mr. Keenan was present throughout the course and submitted all papers required for the practical exercises. These showed commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

[signature]
Chief Instructor
CI Familiarization Course

S-E-C-R-E-T

SECRET

TSS/PB/TRAINING DIVISION EVALUATION DARKROOM ___

BASIC PHOTOGRAPHY No. 1

NAME [illegible], THOMAS JOHN DIV. J/TP BR. [illegible] DATES TRAINED: from 9/[illegible]/57 to 9/2[illegible]/57

This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories, document copy, processing and printing.

	None	Unsat	Fair	Good	Excellent	Superior
I. Manipulation of camera.						
a. Leica					X	
b. Retina II C	X					
c. Recordak			X			
II. Processing and printing.						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					X	
d. Reflex and contact printing			X			
III. Use of accessory equipment.						
a. Exposure meter				X		
b. Filters	X					
c. Telephoto and wide angle lenses				X		
IV. Document copy and small objects.						
a. Available light					X	
b. Accessory illumination					X	
c. BOOWU, portra lens, focus slide					X	
V. Ground photography.						
a. Coverage					X	
b. Report					X	
VI. Casing.						
a. Coverage					X	

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. [illegible] DIVISION [illegible]

SUBJECT Audio Surveillance (Basic)

DATES TRAINED 3-13 September 1957

EVALUATION:

1.	Comprehension of Principles	Good
2.	Alertness and Interest	Good
3.	Operational Appreciation of Subject	Good
4.	Manual Dexterity	Good
5.	Care in Work	Good
6.	Aptitude	Good
7.	Technician Potential	Average

NOTE: "Technician Potential" is an estimate of the technical ability the student <u>might</u> acquire after advanced instruction and practice—it is not an estimate of his current level of technique.

Ratings: Poor, Average, Good, Excellent

Edward Sivik
Instructor

Please return five copies of this form to TSS/TRD for overt distribution.
Please return three copies of this form to TSS/TRD for covert distribution.

OVERT DISTRIBUTION
1 - Senior Staff Training Officer
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1 - OTR Registrar
1 - Officer of Personnel
1 - TSS/TRD

COVERT DISTRIBUTION
1 - Senior Staff Training Officer
1 - Division Training Liaison Officer
1 - TSS/TRD

S-E-C-R-E-T

S-E-C-R-E-T

T S S E V A L U A T I O N

NAME: Thomas J. Keenan DIVISION: JOT

SUBJECT: Basic Secret Writing

DATES TRAINED: 26 - 30 August 1957

In this course an effort was made to acquaint the student with all aspects of the subject, stressing the managerial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three basic techniques of Secret Writing - liquid writing, carbon-sheet writing and stain development.

The broad coverage given in this course allowed little time for systematic and comprehensive evaluation of the performance of each student. For this reason evaluations have been made only in terms of SATISFACTORY and UNSATISFACTORY.

The performance of Mr. Keenan was SATISFACTORY.

INSTRUCTOR:
J. V. YATES

Please return ~~two~~ copies of this form to TSS/TD for overt distribution.
Please return ~~two~~ copies of this form to TSS/TD for covert distribution.

OVERT DISTRIBUTION:
1 - Senior Staff Training Officer
1 - Division Training Liaison Officer
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1 - TSS/TD File

~~COVERT DISTRIBUTION:~~
~~1 - Operations Officer~~
~~1 - TSS/~~
~~1 - Senior Staff~~

S-E-C-R-E-T

S-E-C-R-E-T

[illegible] EVALUATION

[illegible] 6

SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES OF COURSE	[illegible]
Keenan, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	EOD DATE	GRADE	OFFICE
24 June 1930	May 1957	GS-7	OTR/JOTP

[illegible] ASSIGNMENT OR [illegible] POSITION

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

1. To introduce students to the skills and techniques involved in the processing of intelligence materials.

2. To give practice in the oral and written presentation of intelligence.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

Intelligence Techniques is a four weeks' [illegible] course designed for Junior Officer Trainees but available to personnel who are or will be engaged in the production of intelligence. Emphasis is on "learning by doing," [illegible] a series of integrated written exercises that require [illegible] of actual intelligence documents. [illegible] is also gained in the oral presentation of intelligence through a series of briefings before the class. [illegible] is assigned a special research problem [illegible] are allotted in the course schedule. The results are presented [illegible] and [illegible] at the end of the course. [illegible] also prepares an annotated bibliography and writes a [illegible] of his research.

[illegible]

[illegible]

S-E-C-R-E-T

2

SECTION [illegible] [illegible] Are Evaluated [illegible]

[illegible] ... the student [illegible] objective [illegible] demonstrated [illegible] thorough grasp of the presented material [illegible] skills are involved, he demonstrated that he can perform in an extremely effective manner in this area.

SATISFACTORY: The student met this objective in a competent and adequate manner. He demonstrated a good understanding and grasp of the information presented, or, if skills are involved, he demonstrated sufficient competence to operate effectively in this area.

[illegible]: Although the student may have met some of the standards set for minimum achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

SECTION VI. REPORT OF STUDENT ACHIEVEMENT

Figures show grade distribution. The asterisk indicates grade this student received.

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	0	0	13*	0
Written [illegible]	0	2	11*	0
[illegible]	0	1	8*	4

SECTION VII. [illegible] EVALUATION

[illegible] indicate how many [illegible] and rating. [illegible] asterisk indicates the rating of this student. [illegible] instructional staff's [illegible] of the [illegible] overall performance [illegible] background.

[illegible]

[illegible]	Satisfactory			[illegible]				[illegible]
	1	1	3	*2	1	1	2	2

6 [illegible]

	2	7	13	12	19	6	17	12

[illegible]

JH

Mr. Keenan was a bit slow in adjusting to the requirements of the course, but during the last two weeks he showed definite progress in his grasp of the production problems. His oral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keenan is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

SECRET

TRAINING EVALUATION -- INTELLIGENCE ORIENTATION

COURSE NO.: 10

SECTION I — IDENTIFYING INFORMATION

NAME OF STUDENT	SEX	DATES OF COURSE	NO. OF STUDENTS
Keenan, Thomas J.	X MALE / FEMALE	27 May - 21 June 1957	[illegible]

DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE
24 June 1930	May '57	GS-7	OTR/JOTP

PROJECTED ASSIGNMENT OR PRESENT POSITION: Junior Officer Trainee

SECTION II — CHARACTERISTICS OF THE COURSE

This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.

SECTION III — OBJECTIVES

The objectives of the Introduction to Intelligence phase are:

1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.
2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.

The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background, organization, activities and capabilities of the International Communist Movement and the USSR.

SECTION IV — STUDENT ACHIEVEMENT RATINGS

The numbers placed in the columns below show how many students received each rating. An asterisk(*) shows the rating this student received.

SUBJECT	HOURS	RATING: UNSATISFACTORY	SATISFACTORY	EXCELLENT
INTRODUCTION TO INTELLIGENCE	80	0	37	28*
INTRODUCTION TO COMMUNISM	80	1	23	34*

SECTION V — COMMENTS

INDICATE ANY STRONG AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.

CONTINUE COMMENTS ON REVERSE SIDE ☐ HERE

FOR THE DIRECTOR OF TRAINING

SIGNATURE OF CHIEF INSTRUCTOR/INTELLIGENCE PHASE: [signature]

SIGNATURE OF CHIEF INSTRUCTOR/COMMUNISM PHASE: Henry M. Schreiber

FORM NO. 450 REPLACES FORMS ... WHICH ARE OBSOLETE.
1 FEB 57

SECRET

May

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) Keenan	(first) Thomas	(middle) John	3. Office
4. Date of Birth: 30 Jun 1930	5. Sex: ✓ male (1) __ female (2)	Marital Status M Nr. Dependents 1		6. Employment Date: 30 May 1957
7. Citizenship: ✓ U.S. __ Other	8. Acquired By: (1) ✓ Birth (2) __ Marriage (3) __ Naturalization (4) __ Other (specify) Year U.S. citizenship acquired, if not by birth ________			

SEC. I. EDUCATION

1. Extent: (circle one)
   1. Less than high school
   2. High school graduate
   3. Trade, Business or Commercial school graduate
   4. Two years college, or less
   5. Over two years, no degree
   $\textcircled{6}$ Bachelor degree
   7. Post-graduate study (minimum 8 sem. hrs.)
   8. Masters degree
   9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd From	Dates att'd To	Yrs Compl Day	Yrs Compl Night	Degree Recd Title	Degree Recd Date	Sem Hrs
Univ. of Wisc. Ext. at Fond du Lac, Wisc	Hist	[illegible]	1948	'50	2	-	Transferred		63
Marquette Univ.	Hist. & [illegible]	—	1950	'53	3	—	BS	June 1953	79
								Total	142

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates From	To	Tot. mo's	Study or Specialization
—				

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates From	To	Tot. mo's	Study or Specialization
Naval Officer Candidate	July 1953	Nov 1953	4	General Line Officer's [illegible]

CODED FOR QUALIFICATIONS DATE 22 APR 1957

1

Form No. 275 1 Oct 54

(4)

OFFICE OF PER...

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From ____ To ____ Tot. mos. ___	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ___	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ___	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ___	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ___	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title:	Duty Station, if overseas:

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) LTJG Salary 3845 Number and Class of Employees Supervised: 60 enlisted, [illegible] Employer U.S. Navy Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Officer in Charge U.S. Naval Radio Station [illegible] Description of Duties: Complete control [illegible] administrative and operational [illegible] Duty Station if overseas:
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) LTJG Salary 3845 Number and Class of Employees Supervised: 20 enlisted, 2 officers Employer U.S. Navy Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Ass't Officer in Charge & Communication Officer Description of Duties: Responsible to OIC for [illegible] and operational [illegible] of radio equipment & personnel Duty Station if overseas:
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary 3193 Number and Class of Employees Supervised: [illegible] Employer U.S. Navy Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Communication Officer & Communication Watch Officer Description of Duties: Responsible for operation of radio equipment & [illegible] Duty Station if overseas:
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary [illegible] Number and Class of Employees Supervised: [illegible] Employer U.S. Navy Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position [illegible] Description of Duties: [illegible] Watch officer at HQ [illegible] N.Y. [illegible] Duty Station if overseas:
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary [illegible] Number and Class of Employees Supervised: None Employer [illegible] Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position [illegible] Description of Duties: [illegible] Duty Station if overseas:

OFFICE OF PROC...

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01___U.S. Secret Service
02___Civil Police
03___Military Police
04___U.S. Border Patrol
05___U.S. Narcotics Squad
06___FBI
07___Criminal Investigation Div.
21___Office of Naval Intelligence
22___Office of War Information
23___Army G-2
20___Office of Strategic Services
24___Air Force A-2
25___Foreign Economic Admin.
26___Counter Intelligence Corps
27___Immigration & Naturalization
28___Strategic Services Unit
29___Foreign Service, State Dept.
30___Central Intelligence Group
31___Armed Forces Security Agency
32___Coordinator of Information
33___Office of Facts & Figures
34___Board of Economic Warfare
35___Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE: Equivalent to Native Fluency	Fluent; but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		HOW ACQUIRED: Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study
French					✓					✓
Spanish					✓				✓	

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein ___

**Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. ___

14-00000

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 5	2.	20-30	1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.

OFFICE OF ...

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented
	(1) Yes (2) No
	(1) Yes (2) No
	(1) Yes (2) No

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken.

Type of Test	Date Taken

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour ✓ (2) 4 year Tour ___ (3) Not interested ___

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

SEC. XIV. MILITARY STATUS

1. Present Draft Status

   Have you registered under the Selective Service Act of 1948? ✓ Yes ___ No.

   If yes, indicate your present draft classification 4-A

2. Present Reserve or National Guard Status

   Do you now have Reserve or National Guard Status ✓ Yes ___ No.

   If yes, complete the following.

   1. ___ National Guard
   2. ___ Air National Guard
   3. ___ Active Reserve Status (member of organized unit)
   4. ✓ Inactive Reserve Status

   Service U.S. Naval Reserve Grade LTJG Serial Number 574838

   Reserve Unit with which currently affiliated [illegible]

   Service Mobilization Assignment, if any ___

   Location of Service Records, if known 1) US Naval Reserve Officer Center, Omaha, Neb. 2) H.Q. Commandant 9th Naval District, Gt. Lakes, Ill.

SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE 24 May 1957 SIGNATURE [illegible]

14-00000

STANDARD FORM 61
REVISED MARCH 1950
U. S. CIVIL SERVICE COMMISSION
F. P. M. CHAPTER A8

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

.....CENTRAL INTELLIGENCE AGENCY (Department or agency) .... (Bureau or division) .... Washington, D.C. (Place of employment)

I, ...THOMAS J. KEENAN .... do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

....20 May 1957.......... (Date of entrance on duty)

[signature] (Signature of appointee)

Subscribed and sworn before me this ......20th.... day of ....May.......... A. D. 19 57,

at ......Washington, D.C. (City) .... (State)

[SEAL]

[signature] (Signature of officer)

.... (Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

10—63180-1

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and State)
5006 COLUMBIA PIKE, APT. 3, ARLINGTON, VIRGINIA

2. (A) DATE OF BIRTH: 29 June 1930
(B) PLACE OF BIRTH (city and State or city and foreign country): Fond du Lac, Wisconsin

3. (A) IN CASE OF EMERGENCY, PLEASE NOTIFY: MRS. MARGARET KEENAN
(B) RELATIONSHIP: WIFE
(C) STREET AND NUMBER, CITY AND STATE: 5006 Columbia Pike, Apt 3 Arlington Va.
(D) TELEPHONE NO.: JA 5-0233

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☑ NO
If so, for each such relative fill in the blank below. If additional space is necessary, complete under Item 12.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE (Check one)
		1. 2. 3.			
		1. 2. 3.			
		1. 2. 3.			

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?	✓	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 12.*		✓
7. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give details in Item 12.*		✓
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES, FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF $25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED. *If your answer is "Yes," give in Item 12 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.*		✓
9. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 12.*		✓

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
10. (A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?		✓
(B) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?		
11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT: A. HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT BECAUSE: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
C. HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS? *If your answer to A, B, or C is "Yes," give details in Item 12 as clearly as you can remember, including the name and address of employer, approximate date, and reasons in each case.*		✓

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply.)

ITEM NO.		ITEM NO.	

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

U. S. GOVERNMENT PRINTING OFFICE 16—72166-6

STANDARD FORM 144
REVISED SEPTEMBER 1954
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS L1, R5, AND S2

STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial): KEENAN, THOMAS J.

2. DATE OF BIRTH: 29 June 1930

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN
—							

SCD
Jan. 19, 1954
[initials] 11/23/

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	DISCHARGE (Hon. or dishon.?)
U.S. NAVY	1953	July	12	1956	Nov	11	HON.

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☑ NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TOTAL YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? ☐ YES ☐ NO
(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:
A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☑ NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☑ NO
C. THE UNREMARRIED WIDOW OF A VETERAN? ☐ YES ☐ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.
I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

20 May 1957 (DATE) — [signature] (SIGNATURE)

Subscribed and sworn to before me on this 20th day of May (MONTH) 19 57 at Washington, D.C. (CITY) (STATE)

SEAL

[signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. A. CSC STATUS ☐ YES ☐ NO
B. TYPE OF PRESENT APPOINTMENT

11. SERVICE

YEAR	MONTH	DAY
56	10	32
53	7	12
3	3	20 / 21
DD 214	Active Time	
3	04	01

12. TOTAL SERVICE: 3 3 21

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

15. REEMPLOYMENT RIGHTS ☐ YES ☐ NO

16. RETENTION RIGHTS ☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

16—00430-8

Part III.—DETERMINATION OF COMPETITIVE STATUS. *(Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 51.)* Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	TOTAL SERVICE *(Item 12)*	NONCREDITABLE SERVICE *(Item 13)*	CREDITABLE SERVICE *(Leave Purposes)*	ENTRANCE ON DUTY DATE *(Present Agency)*	LESS CREDITABLE SERVICE *(Leave Purposes)*	SERVICE COMPUTATION DATE *(Leave Purposes)*
Years				56 59	3	53
Months				[illegible] 5	3	1
Days				50 20	[illegible]	29

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. *(Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)*

	TOTAL SERVICE *(Item 12)*	NONCREDITABLE SERVICE *(Item 14)*	CREDITABLE SERVICE *(RIF Purposes)*	ENTRANCE ON DUTY DATE *(Present Agency)*	LESS CREDITABLE SERVICE *(RIF Purposes)*	SERVICE COMPUTATION DATE* *(RIF Purposes)*
Years						
Months						
Days						

* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7.

REMARKS:

U. S. GOVERNMENT PRINTING OFFICE 16—[illegible]

14-00000

S-E-C-R-E-T

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT : Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.

2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.

3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see the Security Officer responsible for your activity.

G. M. Stewart

G. M. STEWART
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1952
Date

Thomas J. Keenan
Signature of Employee

S-E-C-R-E-T

14-00000

C-O-N-F-I-D-E-N-T-I-A-L

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.

2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)

3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.

4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.

5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.

6. This agreement is perpetually binding whether or not I am employed by CIA.

[signature]
Signature of Agreement

26 January 1957
Date

C-O-N-F-I-D-E-N-T-I-A-L

SECRECY AGREEMENT

13 January 1956
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.

2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.

3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.

4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.

5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

Signature

Witness

FORM NO. 270
1 OCT 54

1121

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 21 June 1976

2. NAME (Last, First, Middle): Keenan, Thomas J. 29 Jun 30

3. POSITION TITLE: Ops Officer

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: DDO/LA/MECAM

6. EMPLOYEE'S EXT.: 7375

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Kathy Hill
Kathy Hill, LA/Trng

ROOM NO. & BUILDING: 3D3113 Hqs

EXT.: 5270

10. COMMENTS

11. REPORT OF EVALUATION

Qualified for TDY Standby until 1 July 1978.

DATE: 6 August 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF: Harry C. Gordon, OMS/Registrar

FORM 259 USE PREVIOUS EDITIONS

SECRET

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas J.	2. DATE OF BIRTH 29 June 1930	3. GRADE GS 14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) WH/ Lima	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6810
7. PROPOSED STATION WH/ Kingston, Jamaica	8. PROPOSED POSITION (Title, Number, Grade) COS 0660 GS 14	
9. TYPE OF COVER AT NEW STATION State- Integrec S 295-26-3991	10. ESTIMATED DATE OF DEPARTURE 1 Sept 1973	11. NO. OF DEPENDENTS TO ACCOMPANY Seven

12. COMMENTS

13. DATE OF REQUEST 26 July 1973	14. SIGNATURE OF REQUESTING OFFICIAL Jo Torres	15. ROOM NUMBER AND BUILDING 3D5317	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

Qualified overseas PCS.

23 October 1973 William T. Golder, OMS/pro

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a USE PREVIOUS EDITIONS

SECRET

(4)

SECRET

1. NAME (Last, First, Middle) 395-36-2991 Keenan, Thomas J.	2. DATE OF BIRTH 29 Jun 30	3. GRADE GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/WH/Bogota State	5. PRESENT POSITION Ops Officer	6. EMPLOYEE EXTENSION 7431
7. PROPOSED STATION Lima, Peru	8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0138/GS-14	
9. TYPE OF COVER AT NEW STATION State	10. ESTIMATED DATE OF DEPARTURE Oct 71	11. NO. OF DEPENDENTS TO ACCOMPANY seven (7)

12. COMMENTS

Vice: Charles Dickens

Physical will be taken in the field and results forwarded to Hqs.

Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.

13. DATE OF REQUEST 19 Mar 71	14. SIGNATURE OF REQUESTING OFFICIAL Joan Wright	15. ROOM NUMBER AND BUILDING 3D 5309 Hqs	16. EXTENSION 7431

17. OFFICE OF MEDICAL SERVICES DISPOSITION

Qualified Overseas PCS

12 May 1971

Peter Zrowka, OMS/pro

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-63 259a USE PREVIOUS EDITIONS

SECRET

(4)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 8 May 1969

2. NAME (Last, First, Middle): KEENAN, Thomas J.

3. POSITION TITLE: Ops Officer

4. GRADE: GS-13

5. OFFICE, DIVISION, BRANCH: DDP/WH/3/Bogota

6. EMPLOYEE'S EXT.: 6815

7. PURPOSE OF EVALUATION

[ ] PRE-EMPLOYMENT
[ ] ENTRANCE ON DUTY
[ ] TDY STANDBY
[ ] SPECIAL TRAINING
[ ] ANNUAL
[ ] RETURN TO DUTY
[ ] FITNESS FOR DUTY
[ ] MEDICAL RETIREMENT

[ ] HQS/TDY
[X] OVERSEAS ASSIGNMENT

ETD:
STATION: Bogota
TDY OR PCS: PCS
TYPE OF COVER: State
NO. OF DEPENDENTS TO ACCOMPANY:
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED:

[X] RETURN FROM OVERSEAS

ETA: 9 June 1969
STATION: Bogota
NO. OF DEP'S:

MEDICALLY QUALIFIED FOR PROPOSED OS PCS.
DONALD FARL

6 13 69

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

[X] YES
[ ] NO

9. REQUESTING OFFICER

SIGNATURE: PFMacDougall

ROOM NO. & BUILDING: 3D6309 Hqs.

EXT.: 6815

10. COMMENTS

Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return to Bogota for another two year tour. It is requested that arrangements be made for a physical examination at Hqs. during the week of 9 June 1969. His family will have their physicals in Bogota.

11. REPORT OF EVALUATION

DATE:

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 13 February 67

2. NAME (Last, First, Middle): Keenan, Thomas John (Dependents of)

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH/CA

6. EMPLOYEE'S EXT.: 6815

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HQS/TDY
- [XXX] OVERSEAS ASSIGNMENT

ETD	May 1967
STATION	Bogota, Colombia
TDY OR PCS	PCS
TYPE OF COVER	State
NO. OF DEPENDENTS TO ACCOMPANY	Seven (7)
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (FORM 39) ATTACHED	Seven (7)

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP'TS	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XXX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Kenneth L. Wambold

ROOM NO. & BUILDING: 3 D 5309

EXT.: 6815

10. COMMENTS

Forms 39 are attached. Please schedule during April 1967.

Margaret Jane	Wife				
Mary Margaret	Dau 6 Oct 57		Sheila Elizabeth	Dau	19 Aug 61
Kathleen Ann	Dau 16 Sep 58		Patricia Jean	Dau	11 Sep 62
Thomas John, Jr.	Son 19 May 60		Carol Jane	Dau	7 May 63

11. REPORT OF EVALUATION

[illegible handwriting]

DATE

MODIFIED PROPOSED BY

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas John	2. DATE OF BIRTH 29 June 1930	3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/WH/CA	5. PRESENT POSITION Ops Officer	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION Bogota, Colombia	8. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13	
9. TYPE OF COVER AT NEW STATION State	10. ESTIMATED DATE OF DEPARTURE May 1967	11. NO. OF DEPENDENTS TO ACCOMPANY Seven (7)

12. COMMENTS

Form 89 is attached.

13. DATE OF REQUEST 13 February 67	14. SIGNATURE OF REQUESTING OFFICIAL Kenneth L. Wambold	15. ROOM NUMBER AND BUILDING 3 D 5303	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

PROPOSED

18. OFFICE OF SECURITY DISPOSITION

2 15 67

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a

SECRET

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST:

2. NAME (Last, First, Middle): KEENAN, Thomas

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH

6. EMPLOYEE'S EXT.:

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY Latin America
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	TDY
TYPE OF COVER	State
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: H.C.Hornig

ROOM NO. & BUILDING: 3D5313

EXT.: 6615

10. COMMENTS

11. REPORT OF EVALUATION

QUALIFIED FOR TDY STANDBY UNTIL Nov. 63

DATE:

SIGNATURE, CHIEF OF MEDICAL STAFF: REX HART

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 6 April 66

2. NAME (Last, First, Middle): KEENAN, Thomas J.

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH/PO

6. EMPLOYEE'S EXT.: 7811

7. PURPOSE OF EVALUATION

[ ] PRE-EMPLOYMENT

[ ] ENTRANCE ON DUTY

[XX] TDY STANDBY Latin America

[ ] SPECIAL TRAINING

[ ] ANNUAL

[ ] RETURN TO DUTY

[ ] FITNESS FOR DUTY

[ ] MEDICAL RETIREMENT

[XX] HDQS/TDY

[ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	TDY
TYPE OF COVER	Lt. State
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

[ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

[XX] YES

[ ] NO

9. REQUESTING OFFICER

SIGNATURE: Mary C. Wernig

ROOM NO. & BUILDING: 3-56

EXT.: 6815

10. COMMENTS

11. REPORT OF EVALUATION

QUALIFIED FOR TDY STANDBY
UNTIL
PETER ZROWKA

DATE

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

KEENAN

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 30 NOVEMBER 1964

2. NAME (Last, First, Middle): KEENAN, THOMAS J.

3. POSITION TITLE: OPS OFFICER

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH/3

6. EMPLOYEE'S EXT.:

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HQS TDY
- [ ] OVERSEAS ASSIGNMENT
  - ETD
  - STATION
  - TDY OR PCS
  - TYPE OF COVER
  - NO. OF DEPENDENTS TO ACCOMPANY
  - NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
- [x] RETURN FROM OVERSEAS
  - ETA
  - STATION: MEXICO CITY, MEXICO
  - NO. OF DEPTS

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROOM NO. & BUILDING | EXT.

10. COMMENTS

18 AND 21 DEC. 0900 1245

QUALIFIED FOR CURRENT DUTIES

JOS. V. C[illegible]

11. REPORT OF EVALUATION

DATE: 12-29-64

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 1-54 259 USE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 8 April 65

2. NAME (Last, First, Middle): KEENAN, Thomas John

3. POSITION TITLE: Ops Officer

4. GRADE: GS-10

5. OFFICE, DIVISION, BRANCH: DDP/WH/T&O

6. EMPLOYEE'S EXT.: 6576

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [X] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

Please re-valuate

ETD	
STATION	
TDY OR PCS	TDY
TYPE OF COVER	Light State
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Mary C. Wornig

ROOM NO. & BUILDING: [illegible]

EXT.: 6576

10. COMMENTS

QUALIFIED FOR TDY STAND BY UNTIL [signature]

JOE W. CLINE

11. REPORT OF EVALUATION

DATE: 4 13 65

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-53 259 USE PREVIOUS EDITIONS.

SECRET

(24)

14-00000

SECRET
(WHEN FILLED IN)

REQUEST FOR MEDICAL EVALUATION

1. NAME (Last)	(First)	(Middle)	2. DATE OF REQUEST
KEENAN	Thomas	J.	15 September 1959

3. POSITION TITLE	4. OFFICE, DIVISION AND BRANCH	5. GRADE
Ops Officer	DDP/WH/III	GS-9
6. REQUESTING OFFICER	**7. BUILDING AND ROOM NO.**	**8. EXTENSION**
J. Yoshinko, WH/Pers	1404 Barton	8242

TYPE OF EVALUATION AND REPORT

9. TYPE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [X] OVERSEAS

ETD	o/a 15 February 1959
STATION	Mexico City, Mexico
TOY-PCS	PCS

- [ ] OVERSEAS RETURN
- [ ] TOY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 15-200

- [ ] YES
- [ ] NO

Subject will be a State Integratee.

9A. REPORT OF MEDICAL EVALUATION

- [✓] QUALIFIED
- [ ] DISQUALIFIED

10A. REPORT OF OVERSEAS PLANNING EVALUATION

- [ ] QUALIFIED
- [ ] DISQUALIFIED

11. COMMENTS

Dependents to Accompany — Subject's and dependent 89's attached.

Wife - Margaret J.
Daughter - Mary M.
Daughter - Kathleen A.

DATE OF EVALUATION	SIGNATURE FOR CHIEF, MEDICAL STAFF

FORM 3-58 259 OBSOLETE PREVIOUS EDITIONS. SECRET (34)

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN	(First) THOMAS	(Middle) JOHN	2. DATE 21 Jan 1958
3. TO POSITION JOT	4. OFFICE, DIVISION, BRANCH JOTP/TR		5. GRADE GS-7

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- Re-evaluation
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)
- Training at ISOLATION
- ~~beginning 3 March 1958~~

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2518 Q. Eye
Make appointments with JOTP/TR, Extension 3514

QUALIFIED FOR PROPOSED TRAINING

JAN 2 3 1958

MEDICAL OFFICER

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN	(First) THOMAS	(Middle) JOHN	2. DATE 9 October 1957
3. TO POSITION Junior Officer Trainee	4. OFFICE, DIVISION, BRANCH OTR/JOTP		5. GRADE GS-7

6. TYPE OF POSITION
- [x] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)
- Training - Ops Fam Course #11
- beginning 4 November 1957

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2513 Quarters Eye
Make appointments with JOTP/TR, Extension 3514

QUALIFIED FOR PROPOSED TRAINING OCT 11 1957

MEDICAL OFFICER

SECRET

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	(First)	(Middle)	2. DATE
KEERAN	Thomas	John	[illegible]

3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. GRADE
JOT	OTR/JOTP	GS-7

6. TYPE OF POSITION

- XXX Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR

- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- XXX Special (Specify)

Re-evaluated for ISO Trng - 9/30/57 - OC

II REPORT OF MEDICAL EVALUATION

- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2413 Alcott.

Make appointments with JOTP/TR, X3514.

QUALIFIED FOR PROPOSED TRAINING

SEP 13 1957

Martin J. Flynn
MEDICAL OFFICER

SECRET

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP
DATE: 2 APR 1957
ATTN : Mrs. Anna Phillips
FROM : Director of Training

SUBJECT: KEENAN, Thomas John - Confirmation of Request for Action at GS-7

The Medical Office has granted Thomas J. Keenan Full Duty/ General status. Please confirm the request dated 8 February 1957 to initiate action on Mr. Keenan.

MBaird
MATTHEW BAIRD

CONFIDENTIAL

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	(First)	(Middle)	2. DATE
KEENAN,	THOMAS	JOHN	14 March 1957

3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. GRADE
JOT	CTR/JOTP	

6. TYPE OF POSITION	7. EVALUATE FOR	
☐ Departmental	☐ EOD	☐ Pre-Employment
☐ U.S. Field	☐ Overseas	☐ Annual
☐ Overseas	☐ Returnee	☐ Special (Specify)

II REPORT OF MEDICAL EVALUATION

☐ Qualified for Full Duty (General)
☐ Qualified for Departmental Duty Only

SECRET

☐ Qualified for Full Duty (Special)
☐ Disqualified

Remarks:

FULL DUTY/GENERAL 26 MAR 1957

Please send copy to JOTP, 2413 Alcott.

Vincent J. Ford
MEDICAL OFFICE

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY
1. NAME (Last) KEENAN, (First) THOMAS (Middle) JOHN 2. DATE 14 March 1957
3. TO POSITION JOT 4. OFFICE, DIVISION, BRANCH CTR/JOTP 5. GRADE
6. TYPE OF POSITION ☐ Departmental ☐ U.S. Field ☐ Overseas
7. EVALUATE FOR ☐ EOD ☐ Overseas ☐ Returnee ☐ Pre-Employment ☐ Annual ☐ Special (Specify)

II REPORT OF MEDICAL EVALUATION
☐ Qualified for Full Duty (General)
☐ Qualified for Departmental Duty Only
SECRET
☐ Qualified for Full Duty (Special)
☐ Disqualified
Remarks:

FULL DUTY/GENERAL 26 MAR 1957

(up)

Please send copy to JOTP, 2413 Alcott.

Vincent J. Ford
MEDICAL OFFICE

SECRET

CONFIDENTIAL
SECURITY INFORMATION

SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division
Your Reference: C-7673 OTR

FROM: Chief, /Personnel Office/ ~~Security Division~~ Personnel
Case Number: 131718

SUBJECT: KEENAN, Thomas John

1. This is to advise you of security action in the subject case as indicated below:

[X] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of EOD procedures.

W. M. Knott (signature)
W. H. Knott

4/21/57

CONFIDENTIAL

FORM NO. 30-101
FEB 1959

14-00000

14-00000

JOT

SECTION I — GENERAL PERSONAL AND PHYSICAL DATA

Light Brown

Medium

Fond du Lac, Wisconsin, U.S.A.

East Follett Street

Fond du Lac, Wisconsin, U.S.A.

3527

NA

Wisconsin, U.S.A.

OTHER NAMES YOU HAVE USED

NA

NA

SECTION II — POSITION DATA

Agency

THOMAS J. [illegible]MAN

MAY 57